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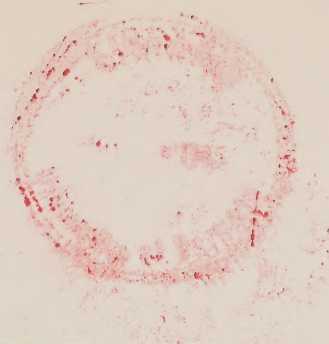


Government  
of Canada    Gouvernement  
du Canada

Access to Information Act

# Access

## Register 1985



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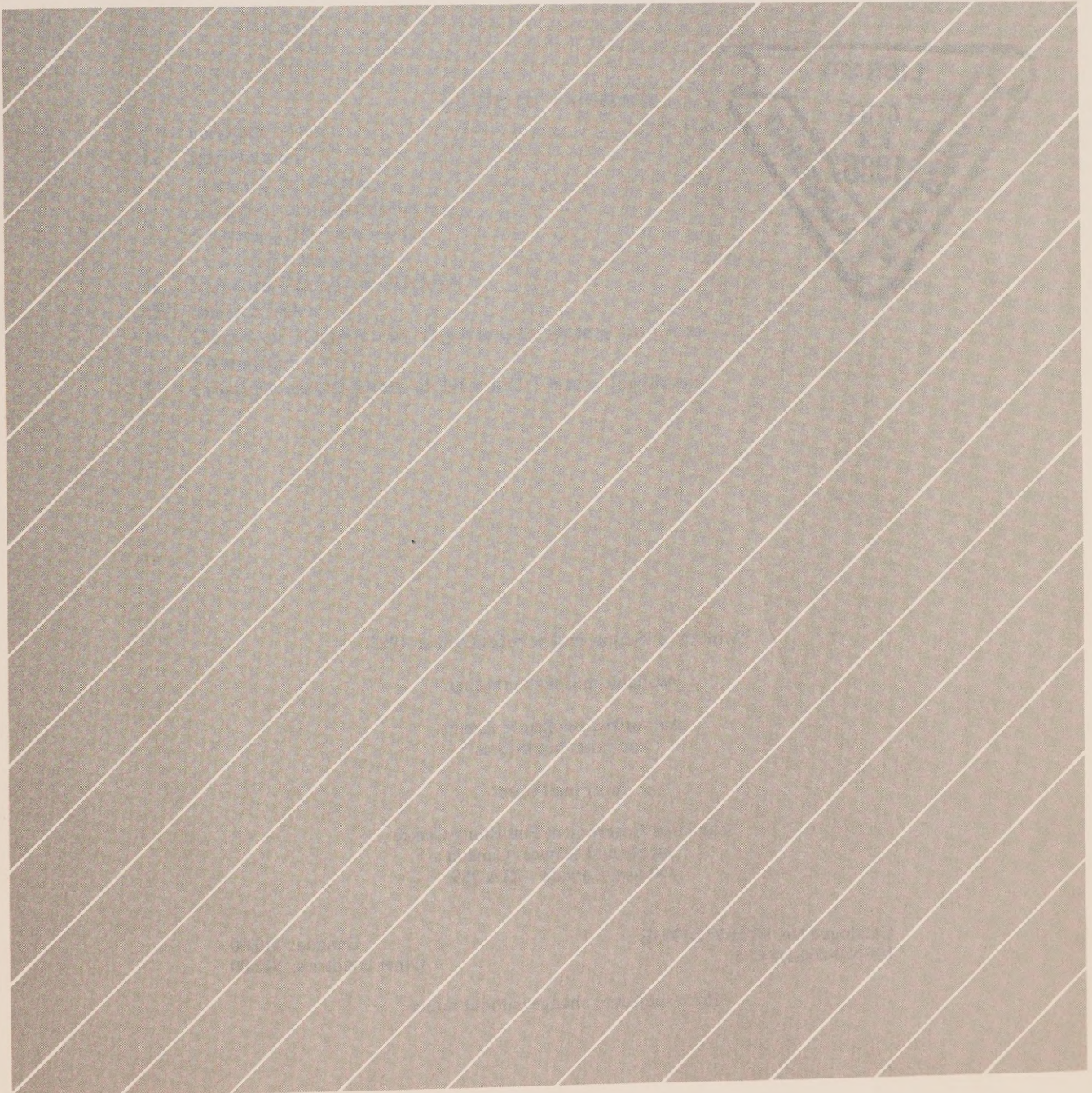






# Access

## Register 1985







Access  
Register 1985



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## Foreword

The Access to Information Act (ATIA) is a landmark Canadian statute that guarantees the right of every Canadian to access information held by the federal government. The ATIA is a key component of the government's commitment to transparency and accountability.

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# ACCESS REGISTER

## Foreword

The *Access to Information Act* was passed in 1983, giving Canadian citizens and permanent residents of Canada the right, except in specific circumstances limited by law, to gain access to information about them held by the federal government.

The Access Register is updated and printed annually as required under the Act, to provide a current description of information held by federal government departments, agencies and Crown corporations. This material is presented in an organized and systematic way to help you identify the information you require, and simplify the process of gaining access to that information.

The 1985 Access Register is composed of alphabetically-organized chapters, one for each government department, agency or Crown corporation affected by the *Access to Information Act*. Each chapter contains information about the institution's organization, its programs and activities, and the classes of records it maintains.

A subject index at the beginning of the book provides an easy way to look up a subject and locate the correct chapter number in which the information may be found.

The numbering system for the classes of records has been revised in the 1985 Register, so a cross-reference table is

provided at the end of the book which lists the former identifiers (1984) and their new identification numbers. Where the class of record has not appeared in the Register before, no former identifier is given and the word "New" appears beside the title. Sometimes the word "Revised" appears here instead, to denote revisions to the description. Occasionally the letter "B" will be seen after the old identification number; this means that the class of record has been described in the *Bulletin*, published semi-annually to update information about new classes of records and personal information bank holdings.

Finally, those departments, agencies or Crown corporations not subject to the *Access to Information Act* but which maintain personal information under the *Privacy Act*, have been assigned a chapter number even though no material from the department is included in the Register. This ensures that chapter numbers in the Access Register are the same as those in the Index of Personal Information so that the two publications can be used together to help you access the information required.

It is hoped these revisions will make the Register more useful to those seeking information held by the federal government. Other suggestions on ways to improve access to such information are invited, and can be sent to

Access to Information and Privacy Implementation  
Group  
Treasury Board Secretariat  
L'Esplanade Laurier  
140 O'Connor  
Ottawa, Ontario  
K1A 0R5



# I. INTRODUCTION

## General Information

### How is Information Stored?

Government records contain many different types of information, stored in many different ways. The information you seek may be in the form of reports, letters or memos, or stored on film, microfilm or in computer files. Records are grouped into classes according to the subject matter of the record. The information may also be found in policy or procedural manuals used to carry out the particular programs of a department, agency or Crown corporation.

### Information Which is Not Accessible

Certain types of information are exempt under the *Access to Information Act* and cannot be accessed. These include:

- (a) information damaging to the nation's security or its trade secrets;
- (b) information collected by non-federal institutions, such as provincial or municipal governments and by certain private institutions (e.g. banks and credit bureaus);
- (c) information already published, such as may be found in libraries, public affairs offices, museums and publicly accessible computer enquiry systems; and
- (d) material directly connected with the operation of Cabinet (e.g. Cabinet documents and minutes or records of decisions).

### Personal Information About Individuals

Personal information, for example an individual's employment history or immigration records, can be accessed by that individual and certain other parties under the *Privacy Act*. Personal information banks are described in the Index of Personal Information. Both the Access Register and the Index of Personal Information may be found in the following locations:

- public libraries,
- federal government libraries, departmental reading rooms, and other government offices open to the public,
- municipal offices or post offices in rural areas,
- university and college libraries,
- offices of each Indian Band, and
- offices serving Métis, non-status Indians, and Inuits.

## Locating the Information

### If you know the correct department agency or Crown corporation

Requests for information can often be made by simply calling, writing or visiting the department, agency or Crown corporation that has the information you require. If this does not produce results, write to the Access Co-ordinator of the

appropriate institution at the address given under Access Procedures at the beginning of each chapter.

Before contacting the Access Co-ordinator, consult the Register to locate the correct title and identification number of the class(es) of record(s) which contains the information you require.

### If you do not know the correct department, agency or Crown corporation

Use the subject index located near the front of the book if you do not know which department, agency or Crown corporation has the information you require. The major subjects of each class of record are listed alphabetically and are linked to the class of record identification number. The first three letters of this number are the identifier for the department, agency or Crown corporation. There is a list of these identifiers and the full title of the department, agency or Crown corporation to which they correspond at the beginning of the subject index.

### If you still cannot locate the information

Contact the Access Co-ordinator of the department, agency or Crown corporation you think *might* have the information and ask for assistance in locating the correct class(es) of record(s).

## Accessing the Information

A cheque or money order for \$5.00 (made payable to the Receiver General of Canada) must accompany all formal requests for information under the *Access to Information Act*.

First, use the Access Register to find the location of the information. Then, either using the Access to Information Request Form (found in the same display box as the Register) or on a plain sheet of paper, request the information you require. Use of the form will ensure that all necessary information is supplied to avoid delays in fulfilling your request. An example of how to fill out the form has been provided in the Register to assist you in supplying the necessary information. The form or written request should be sent to the Access Co-ordinator of the correct department, agency or Crown corporation, at the address given under the Access Procedures heading in the appropriate chapter. Please do not forget to enclose payment of \$5.00.

If a request for information should take longer than five hours to process there will be additional charges. There will also be a charge for computer time (if necessary) and copying fees. However, you will be notified and asked to authorize any additional costs that are necessary to fulfill your request.

Under the law, you should receive notice within 30 days either: responding to your request for information; notifying you that access will be given and that your request is being processed; or that access has been denied, either because the information does not exist or because it is exempt under specific provisions of the *Access to Information Act*.

### Finding the correct Class of Record

Each chapter in the Access Register contains information about a department, agency or Crown corporation as follows:

- Organization Chart (unless there are very few classes of records)
- Reference Information
- Access Procedures
- Descriptions of Branches, functions and programs
- Classes of Records
- Deleted Classes of Records (where applicable)

## Organization Charts

Most chapters begin with an organization chart which shows the organizational makeup of the department, agency or Crown corporation. Under the main branch headings can be found the titles and sequential numbers of the classes of records maintained by each. This chart is your key to finding the class of record you require.

The department, agency or Crown corporation has been given a unique three-letter identifier which can be found in the top box of the organization chart. For instance, the Canada Employment and Immigration Commission/Department of Employment and Immigration has the identifier “EIC”. In each of this department’s classes of records the identification number begins with EIC. The second set of three letters in the identification number refers to the branch; for instance, EMP for the Employment Services Branch. Thus, if you are looking for information concerning career counselling, you should scan the classes of records titles shown on the organizational chart, where you will find it listed under the Employment Services Branch, preceded by the number 450. By putting together the institution identifier (EIC), the branch identifier (EMP), and the number of the class of record, you arrive at the correct identification number for the class of record: EIC/EMP-450 Career Counselling. In the chapter section entitled “Classes of Records”, locate EIC/EMP-450 Career Counselling, where you will find a short description of the information this class of record contains, enabling you to verify if it is the information you require.

## Manuals and EDP Systems

A list of titles and a brief description of the manuals which a department or agency uses to establish its guidelines and procedures is provided when appropriate; the information you require may be contained in one of these. Or it may be contained in an EDP (electronic data processing) system — the major information systems and related data files used by a department, agency or Crown corporation to carry out its programs — which are also sometimes listed and described briefly.

## Standard Classes of Records

Some classes of records contain subject matter which is similar for each department, such as information on personnel, finance, purchasing property control, materiel management, etc. These Standard Classes of Records are described in the following pages rather than within each departmental chapter. You will be referred to these pages when a Standard Class of Record has been included on the organization chart.

## Complaint Procedures

If the response time to your request for information was too long; or the cost of obtaining the information was too high; or you feel you were wrongly denied access to the information you requested, complaints can be addressed to

The Office of the Information Commissioner  
Place de Ville, Tower B  
14th Floor, 112 Kent Street  
Ottawa, Ontario  
K1A 1H3

If the response from the Office of the Information Commissioner is not satisfactory, you may take the case to federal court within 45 days of receiving the Commissioner’s report.









Government  
of Canada

Gouvernement  
du Canada

For official use only

Access to Information Act

## Access to Information Request Form

Use of this form will help speed your access to *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office. There is a fee of \$5.00 for making a formal request under the Access to Information Act.

**STEP 1: Decide exactly what information you want** — You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

**STEP 2: Consult the Access Register** — The register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

**STEP 3: Ask for assistance if necessary** — If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

**STEP 4: Complete this Request Form**, providing as many specific details as you can about the desired records, such as:

- subject, title and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

**STEP 5: Send in the completed Request Form or written request with an application fee of \$5.00**, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Department, Agency or Crown Corporation

Identification number and title of class(es) of record(s) (see step 2)

Description of records and topics of interest (see step 4)

I wish to:

- ☐ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name

Street address, apartment

City or town

Province, territory or other

Postal Code

Telephone number(s)

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature

Date







Access to Information Act

## Access to Information Request Form

For official use only

Use of this form will help speed your access to records under the Access to Information Act. Requests for federal government information can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office. There is a fee of \$5.00 for making a formal request under the Access to Information Act.

**STEP 1: Decide exactly what information you want** — You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

**STEP 2: Consult the Access Register** — The register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

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- subject, title and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

**STEP 5: Send in the completed Request Form or written request with an application fee of \$5.00**, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Department, Agency or Crown Corporation

Department of External Affairs

Identification number and title of class(es) of record(s) (see step 2)

DEA/FGB-025 Geographic Branches

Description of records and topics of interest (see step 4)

Information on the formulation and conduct of Canadian policy, with respect to South Africa.

Trade and other economic relations, development assistance, Canadian investment, industrial co-operation, contracts and tenders, economic and political conditions, political prisoners.

I wish to:

- ☐ Receive copies of the original ☒ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name

Street address, apartment

City or town

Province, territory or other

Postal Code

Telephone number(s)

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature

Date





## **II. STANDARD CLASSES OF RECORDS**

## Standard Classes of Records

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The following section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Classes of Records of a particular institution, should forward their access requests to the address given under the Access Procedures heading of the appropriate chapter.

901 *Formerly Identified as:* COM-83-10

### Administration

*Description:* Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

902 *Formerly Identified as:* COM-83-20

### Acts and Legislation

*Description:* Acts and legislation — general, departmental, federal, foreign and provincial.

903 *Formerly Identified as:* COM-83-30

### Administrative and Management Services

*Description:* Administrative and management services generally; correspondence management; duplication services; electronic data processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

904 *Formerly Identified as:* COM-83-40

### Co-operation and Liaison

*Description:* Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

905 *Formerly Identified as:* COM-83-50

### Buildings and Properties

*Description:* Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics.

906 *Formerly Identified as:* COM-83-60

### Buildings

*Description:* Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fires and fire prevention; and maintenance.

907 *Formerly Identified as:* COM-83-70

### Lands

*Description:* Lands generally; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks.

908 *Formerly Identified as:* COM-83-80

### Utilities

*Description:* Utilities generally; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

909 *Formerly Identified as:* COM-83-90

### Equipment and Supplies

*Description:* Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery.

910 *Formerly Identified as:* COM-83-100

### Furniture and Furnishings

*Description:* Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures.

911 *Formerly Identified as:* COM-83-110

### Office Appliances

*Description:* Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters.

912 *Formerly Identified as:* COM-83-120

### Procurement

*Description:* Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements.

913 *Formerly Identified as:* COM-83-130

### Vehicles

*Description:* Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences.

914 *Formerly Identified as:* COM-83-140

### Finance

*Description:* Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses.

915 *Formerly Identified as:* COM-83-150

### Accounts and Accounting

*Description:* Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances.



916 *Formerly Identified as:* COM-83-160

**Audits**

*Description:* Auditor General reports and internal audit reports.

917 *Formerly Identified as:* COM-83-170

**Budgets**

*Description:* Budgets generally; estimates and supplementary estimates; and program forecasts.

918 *Formerly Identified as:* COM-83-180

**Personnel**

*Description:* Personnel generally; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; establishment; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations.

919 *Formerly Identified as:* COM-83-190

**Classification of Positions**

*Description:* Classification generally; audits; category and group; individual positions; and standards.

920 *Formerly Identified as:* COM-83-200

**Employment and Staffing**

*Description:* Employment and staffing generally; applications; casual and term employees; competitions; programs; recruitment; requests for staffing action; and summer students.

921 *Formerly Identified as:* COM-83-210

**Human Resources**

*Description:* Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.

922 *Formerly Identified as:* COM-83-220

**Occupational Health, Safety and Welfare**

*Description:* Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys.

923 *Formerly Identified as:* COM-83-230

**Official Languages**

*Description:* Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements.

924 *Formerly Identified as:* COM-83-240

**Pensions and Insurance**

*Description:* Pensions and insurance generally; superannuation plans; Canada Pension Plan; Québec Pension Plan; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plans.

925 *Formerly Identified as:* COM-83-250

**Salaries and Wages**

*Description:* Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay.

926 *Formerly Identified as:* COM-83-260

**Staff Relations**

*Description:* Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations.

927 *Formerly Identified as:* COM-83-270

**Training and Development**

*Description:* Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses.





### III. SUBJECT INDEX

## LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

AEC	Atomic Energy Control Board
APA	Atlantic Pilotage Authority
ASB	Canadian Aviation Safety Board
ASW	Advisory Council on the Status of Women
BDB	Federal Business Development Bank
BOC	Bank of Canada
CAC	Canada Council
CCA	Consumer and Corporate Affairs, Department of
CCC	Canadian Commercial Corporation
CDC	Canadian Dairy Commission
CDI	Canada Deposit Insurance Corporation
CFD	Canadian Film Development Corporation
CIT	Canadian Import Tribunal
CLF	Canadian Livestock Feed Board
CLN	Canada Lands Company Limited
CLR	Canada Labour Relations Board
CMH	Canada Mortgage and Housing Corporation
CMP	Royal Canadian Mounted Police
CPE	Canadian Cultural Property Export Review Board
CPO	Canada Ports Corporation
CPS	Canadian Penitentiary Service
CRT	Canadian Radio-television and Telecommunications Commission
CTC	Canadian Transport Commission
DCL	Defence Construction (1951) Limited
DEA	External Affairs, Department of
DFO	Fisheries and Oceans, Department of
DND	National Defence, Department of
DOA	Agriculture, Department of
DOC	Communications, Department of
DOE	Environment, Department of the
DOT	Transport, Department of
DSS	Supply and Services, Department of
ECC	Economic Council of Canada
EIC	Employment and Immigration, Department of
EMR	Energy, Mines and Resources, Department of
FCC	Farm Credit Corporation
FIN	Finance, Department of
FIR	Foreign Investment Review Agency
FPM	National Farm Products Marketing Council
GLP	Great Lakes Pilotage Authority, Limited
HRC	Canadian Human Rights Commission
IAB	Immigration Appeal Board
IDA	Canadian International Development Agency
IDR	International Development Research Centre
INA	Indian Affairs and Northern Development, Department of
INS	Insurance, Department of
JUS	Justice, Department of
LAB	Labour, Department of
LPA	Laurentian Pilotage Authority
LRC	Law Reform Commission of Canada
MER	Medical Research Council
MST	Science and Technology, Ministry of State for
NCC	National Capital Commission
NCP	Northern Canada Power Commission
NEB	National Energy Board
NFB	National Film Board
NHW	National Health and Welfare, Department of
NLC	National Library
NMC	National Museums of Canada
NPA	Northern Pipeline Agency
NPB	National Parole Board
NRC	National Research Council of Canada

## LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

NTW	Northwest Territories Water Board
OCG	Comptroller General, Office of the
OCI	Correctional Investigator, Office of the
OHS	Canadian Centre for Occupational Health and Safety
OSW	Status of Women, Office of the Co-ordinator
PAB	Pension Appeals Board
PAC	Public Archives
PCO	Privy Council Office
PPA	Pacific Pilotage Authority
PSC	Public Service Commission
PWC	Public Works, Department of
RCC	National Revenue (Customs and Excise), Department of
RCM	Royal Canadian Mint
RCT	National Revenue (Taxation), Department of
RIE	Regional Industrial Expansion, Department of
RTP	Restrictive Trade Practices Commission
SCC	Science Council of Canada
SDC	Standards Council of Canada
SER	Natural Sciences and Engineering Research Council
SGC	Solicitor General, Department of the
SHR	Social Sciences and Humanities Research Council
SIS	Canadian Security Intelligence Service
SLS	St. Lawrence Seaway Authority, The
SRB	Public Service Staff Relations Board
SSC	Secretary of State of Canada, Department of the
STC	Statistics Canada
TBD	Tariff Board
TBS	Treasury Board (Secretariat)
TCB	Textile and Clothing Board
TCC	Tax Review Board
VAC	Veterans Affairs, Department of
YTW	Yukon Territory Water Board





Key Words	CoR No.	Key Words	CoR No.
<b>A</b>		<b>Acid rain</b>	
A-base review	OCG/PEB-165	control strategies	DOE/EPS-245
Aboriginal Representative Organizations Program	SSC/CCP-070	environmental assessment	EMR/EVA-060
Aboriginal Women's Program	SSC/CCP-070	research projects	DOE/AES-315
Abortion		Acoustics research	NRC/DPH-510
studies	NHW/HSD-275	Actors	
studies and hospital committees	NHW/HSD-305	statistics	STC/ECT-195
Academics in Canada, foreign	EIC/SPP-700	Acts and legislation (standard class of records)	
Accelerators		see institution identifier with 902, if	
facilities	AEC/DRR-080	available, in chapter concerning relevant	
particle	AEC/DRR-075	institution	
Access, privacy and human rights		Actuarial services	
Customs and excise	RCC/CAE-440	employer-sponsored pension plans	INS/ACT-020
Access to information and privacy		government insurance and pension plans	INS/ACT-015
acts and regulations concerning		maximum tax actuarial reserves	INS/ACT-025
Acts, general	TBS/APB-125	Adjudicators	
advisory and ad hoc committees	R1E/ACC-285	Canada Labour Code/unjust dismissal	LAB/ASE-045
Canada Mortgage and Housing	TBS/ABP-130	Administration (standard class of records)	
Correctional Service Canada	CMH/GCC-040	see institution identifier with 901, if	
disclosures under	CPS/COM-020	available, in chapter concerning relevant	
enquiry requests	CMP/AIP-145	institution	
federal policy	JUS/JUS-045	Administration	
implementation of the acts concerning	TBS/APB-120	Customs	
legal interpretations	TBS/APB-145	Customs and excise	RCC/CPE-160
legislation, policy and procedures	TBS/APB-115	NCC	RCC/CPE-395
legislative policy and research	NHW/ISP-365	Administrative and management services	RCC/CAE-430
policy and procedures, NHW	CMP/AIP-140	(standard class of records)	NCC/FAB-100
policies and procedures/Transport Canada	NHW/SAP-030	see institution identifier with 903, if	
policy and guidelines, EIC	DOT/DSE-050	available, in chapter concerning relevant	
request statistics	EIC/SEC-040	institution	
requests to Treasury Board Secretariat,	CMH/GCC-040	Administrative data development	
Information		studies	STC/ADD-550
requests to Treasury Board Secretariat,	TBS/SEC-005	Administrative tribunals	
Privacy		inventory	STC/CCJ-150
Statistics Canada	TBS/SEC-010	Adoption	
Accidents	STC/MAN-575	benefits, eligibility for	EIC/INS-165
aircraft	LAB/OSH-230	foreign children	EIC/IMM-065
DND mobile equipment	DND/FSD-090	Advertising	
in the workplace, statistics	DND/JAG-005	federal government	DSS/CUI-205
involving explosives	OHS/TES-030	on radio and television	CRT/BRO-015
marine, information/investigation	DND/AMD-695	practices that contravene CRTC policy	CRT/LEG-150
maritime	DOT/MCI-150	Advertising, misleading	
NCC	DND/MDO-175	complaints	CCA/BCP-120
prevention, armed forces	NCC/FAB-100	legal metrology	CCA/BCA-050
railway	DND/GSD-100	Aerial photographs	
Accommodation	CTC/RTC-020	National Capital Region	NCC/PRB-075
federal, design and construction of		Aerial survey database	EMR/SMB-430
Accounting administration	TBS/APB-090	Aerodromes, DND	DND/IPC-120
control of expenditures, federal		Aerodynamics	
control of revenue and accounts receivable,	OCG/PDB-045	high speed, research	NRC/NAE-475
federal	OCG/PDB-050	low speed, research	NRC/NAE-480
federal government	DSS/MOS-130	Aeromet Facility Instrumentation	DOE/AES-345
Accounting procedures		Aeronautical charts	
excise tax	RCC/EPE-0	publishing and sale	EMR/SMB-420
Accounting records		Aeronautical products, civil	
Bank of Canada	BOC/COM-340	safety and approval	DOT/DAB-110
Accounting statistics		Aeronomy Newsletter	NRC/HIA-355
excise tax	RCC/EPE-040	Aerospace industry see Space industry	DOC/TII-115
Accounts and accounting (standard class of records)		Affirmative action	
see institution identifier with 915, if		in the private sector	EIC/EMP-485
available, in chapter concerning relevant		women's program	SSC/CCP-055
institution		workplace	ASW/RES-015
		Africa	
		Canadian aid	IDA/BCD-565

Key Words	CoR No.	Key Words	CoR No.
<b>Africa, East</b>		<i>(continued)</i>	
Canadian aid	IDA/BCD-460	land research	DOA/RER-195
<b>Africa, Southern</b>		liaison with industry and major NGOs	DOA/SDM-380
Canadian aid	IDA/BCD-450	liaison with international organizations	DOA/SDM-375
<b>African Development Bank (AfDB)</b>		Local Agricultural Employment Advisory Boards	EIC/LMD-365
Canadian involvement	IDA/MVP-195	market forecasting	DOA/MAE-310
policies and programs	FIN/IFD-645	marketing policy	FIN/EDD-485
<b>African Development Fund (AfDF)</b>		Mexican seasonal workers	EIC/LMD-365
Canadian involvement	IDA/MVP-195	negotiations with agricultural organizations	EIC/LMD-365
policies and programs	FIN/IFD-645	policy development	FCC/ADM-005
<b>Agence de coopération culturelle et technique</b>			FIN/EDD-480
Canadian involvement	IDA/MVP-120		FIN/ECC-490
<b>Agri-food industry</b>			FIN/EDD-490
marketing advice	DOA/MAE-265	price support	DOA/RDB-495
strategic issues	DOA/SDM-410	production costs and prices	DOA/COM-335
<b>Agricultural and Rural Development Act</b>	FIN/EDD-450	provincial issues	DOA/COM-340
<b>Agricultural Employment Advisory Boards, Local</b>	EIC/LMD-365	public relations, Department of Agriculture	IDR/AFN-005
<b>Agricultural products</b>		publications	DOA/RER-230
commodity market research	DOA/MAE-310	research	DOA/SDM-395
distribution and transportation	DOA/MAE-295	research support services	FCC/ADM-045
economic factors relating to supply,		staffing of overseas agricultural projects	DOA/RDB-500
demand and pricing	DOA/MAE-315	statistics and economics	DOA/RER-250
engineering technology	DOA/RER-235	status of women activities related to	DOA/MAE-300
export control	DOA/FPI-160	technology research	DOA/MAE-305
export information	DOA/MAE-275	trade policy issues	DOA/RER-200
import control	DOA/FPI-155	trade statistics	
market information	DOA/MAE-260	water and climate research	
marketing board powers	DOA/MAE-255	<b>Agriculture, fish and food products</b>	
processing	DOA/MAE-290	production and marketing information	DEA/TFB-035
purchase and sale transactions	DOA/APB-590	<b>Aid see Assistance, international development</b>	
safety, quality and nutritive value	DOA/RER-215	<b>Air carriers</b>	
subsidy claims and payments	DOA/ASB-600	regulations	CTC/ATC-175
support prices	DOA/ASB-595	<b>Air carriers, commercial</b>	CTC/ATC-110
<b>Agricultural Products Board</b>	DOA/APB-590	charter permits	CTC/ATC-130
<b>Agricultural Service Centre Agreement (ASCA)</b>		documents of licence for	CTC/ATC-125
<b>Program</b>	DOA/PFA-505	illegal activities	CTC/ATC-165
<b>Agriculture</b>		liability insurance	CTC/ATC-185
Canada Farm Labour Pools	EIC/LMD-365	licence applications for	CTC/ATC-115
Canadian involvement in international		licence exemptions for	CTC/ATC-120
research centres	IDA/MVP-120	special tariff permission	CTC/ATC-155
Canadian youth in 4-H clubs	DOA/RDB-450	statistics and reports	CTC/ATC-180
Caribbean seasonal workers	EIC/LMD-365	tariff and schedule filings	CTC/ATC-160
census	STC/AGR-445	tariffs	CTC/ATC-150
Commonwealth liaison	DOA/RER-245	<b>Air carriers, unlicensed</b>	
cooperatives and marketing boards	DOA/MAE-280	illegal operations	CTC/ATC-170
CSC institutional farms	CPS/ABD-155	<b>Air cushion vehicles (ACV)</b>	
demonstration farm	DOA/PFA-545	general	DOT/MSS-240
developing countries	DOA/SDM-390	technology research	NRC/DME-400
development analysis and coordination	DOA/RDB-480	<b>Air force see Defence, air</b>	
development policy and analysis	DOA/RDB-485	<b>Air navigation</b>	
economic data	DOA/MAE-330	systems and aids requirements	DOT/AAN-070
economic intelligence	DOA/RDB-490	<b>Air passenger control</b>	RCC/CPE-290
emergency planning	DOA/SDM-385	<b>Air quality</b>	
employment strategies	EIC/LMD-365	building standards	CMH/PDR-195
energy policy and programs	EMR/CRB-275	measurement instruments	DOE/EPs-235
environmental degradation	DOA/RER-210	mobile sources of pollution	DOE/EPs-215
evaluation of Department of Agriculture		pollutants	DOE/EPs-240
programs	DOA/SDM-415	pollution control	DOE/EPs-255
farm management operations for veterans	VAC/VLA-115	pollution research	NRC/DCH-200
federal-provincial agreements	EIC/LMD-365	research	DOE/AES-310
federal-provincial conferences	DOA/RDB-495	research project	DOE/AES-315
intelligence	DOA/SDM-375	surveillance monitoring	DOE/EPs-250
international aid	IDA/RVP-750	<b>Air regulation infractions</b>	DND/ADO-240
international organizations/food aid	IDA/MVP-175	<b>Air regulations and navigation orders</b>	
international research/policies	IDA/MVP-155	enforcement policy and procedure	DOT/DEL-125
international trade policy	DEA/EFEB-070	<b>Air shows</b>	DND/ISD-060



Key Words	CoR No.	Key Words	CoR No.
<b>Air traffic</b>		<b>Animals</b>	
operations	DOT/DIC-095	care and health of, research	NRC/BSC-075
services	DOT/DAT-075	export testing and certification	DOA/FPI-020
<b>Air traffic control, Armed Forces</b>	DND/ADO-245	humane treatment during transport	DOA/FPI-010
<b>Air traffic controllers</b>		import control	DOA/FPI-015
licensing	DOT/DIC-105	pest protection	DOA/RER-210
<b>Air transportation</b>		physiology research	NRC/BSC-100
free and reduced-rate	CTC/ATC-145	products, statistics	STC/AGR-460
prices and conditions of carriage	CTC/ATC-150	research	DOE/ECS-130
tax pending legislation	RCC/EPE-080	<b>Annuities, Canadian government</b>	
transport statistics	STC/TRA-395	actuarial services	EIC/INS-160
<b>Air weapons safety</b>	DND/ADO-250	administration of	EIC/NSB-605
<b>Aircraft</b>		administration systems	EIC/SYS-545
accidents and investigations, Armed Forces	DND/FSD-090	<b>Anonymous letters to government officials</b>	CMP/IDD-120
bird hazards	DOE/ECS-150	<b>Antenna theory, research in</b>	NRC/DEE-260
flight safety, armed forces	DND/FSD-095	<b>Anti-dumping</b>	
inspections, operations and types	DOT/DIC-100	enforcement of rulings	RCC/CPE-230
operated by Transport Canada	DOT/FSD-090	international	FIN/IER-590
safety and approval/civil	DOT/DAB-110	investigations, complaints	RCC/CPE-210
stability research	NRC/NAE-500	investigations, foreign offices	RCC/CPE-245
tax rulings	RCC/EPE-005	laws	CIT/CIT-010
<b>Airlines, commercial</b>		policies and procedures	RCC/CPE-240
operations	DOT/DIC-095	provisions, excise	RCC/CPE-145
<b>Airports</b>		rulings on appeals	RCC/CPE-225
civil heliports and STOL	DOT/AAA-085	<b>Anti-Inflation Board (AIB)</b>	
customs inspection	RCC/CPE-290	effects on economy	FIN/SPA-090
navigation systems	DOT/AAN-070	operations	FIN/FPD-070
policing	CMP/PRO-150	<b>Appeals</b>	
policing, RCMP	CMP/OPD-300	anti-dumping and valuation rulings	RCC/CPE-225
security	DOT/DAX-120	customs assessment	RCC/CPE-330
<b>Airports and ports</b>		proceedings before the Pension Appeals	
operation appraisal	RCC/CPE-165	Board	PAB/PAB-005
<b>Alarm and protective devices</b>		public servants	PSC/AIB-005
product control	CCA/BCA-075	Tariff Board decisions	RCC/EPE-090
<b>Alaska Highway Gas Pipeline (see also Pipelines)</b>		tariff classifications	RCC/CPE-170
industrial benefits	NPA/TRA-055	<b>Appliances</b>	
manpower	NPA/SEE-075	product control	CCA/BCA-075
planning and construction in British		<b>Arbitration</b>	
Columbia	NPA/ADM-025	Canada Labour Code/industrial relations	LAB/ASE-040
planning and construction in Yukon	NPA/ADM-020	disputes in dairy and fruit and vegetable	
<b>Alberta Irrigation Rehabilitation Program</b>	DOA/PFA-535	industries	DOA/FPI-050
<b>Alberta/Canada Energy Resources Research Fund</b>		<b>Archaeology</b>	
(ACERRF)	EMR/DEX-040	Museum of Man, research	NMC/MMB-515
<b>Alcohol abuse</b>		policy	NMC/CMS-005
information and community projects	NHW/HPD-320	preservation and study of sites	NMC/CMS-005
<b>Alcohol industry</b>		<b>Architecture</b>	
excise duties	RCC/EPE-075	acquisition of records	PAC/NMC-055
<b>ALERT system</b>	RCC/CPE-350	government master specifications	PWC/PWC-020
<b>Alexander Graham Bell Museum</b>	NRC/DME-390	international aid	IDA/RVP-740
<b>Algeria</b>		NCC projects	NCC/DEB-025
Canadian aid	IDA/BFD-610	parallel system	NRC/DEE-255
<b>Algology research</b>	NRC/ARL-060	selection for permanent retention	PAC/NMC-065
<b>Alsands/Cold Lake project</b>	FIN/CFD-525		
<b>Alternate energy see Energy</b>			
<b>Amateur sports</b>			
registration for taxation	RCT/LEG-060		
<b>Ammunition and explosives, national defence</b>	DND/AMD-700		
<b>Angola</b>			
Canadian aid	IDA/BCD-540		
<b>Animal disease</b>			
diagnostic service and research	DOA/FPI-005		
prevention and control	DOA/FPI-025		
protection from	DOA/RER-210		
stress-related, prevention of	DOA/FPI-010		

Key Words	CoR No.	Key Words	CoR No.
<b>Archives, national</b>		<b>Armed Forces (see also Defence, land)</b>	
disposal of government records	PAC/RMM-180	acquisition of equipment, supplies	DND/SUB-670
Federal Records Centres	PAC/FRC-160	amenity programs	DND/PSB-390
film, television, sound, enquiries on	PAC/FTS-040	appointments	DND/DOC-430
film, television, sound, general information		badges and insignia	DND/DOC-410
on	PAC/FTS-030	bands	DND/DOC-435
film, television, sound, permanent retention		base planning	DND/IPC-115
of	PAC/FTS-045	battle honours	DND/DOC-415
films, videotapes, sound recordings,		CANEX	DND/PSB-385
acquisition of	PAC/FTS-035	career matters	DND/CSA-520
foreign material relevant to Canada	PAC/LPO-150	ceremonies and celebrations	DND/DOC-420
government records	PAC/FAD-015	chaplain services, Protestant	DND/CGP-470
historical documents, acquisition and		chaplain services, Roman Catholic	DND/CRC-485
conservation	PAC/PAL-140	chaplain training, Protestant	DND/CGP-475
historical documents, acquisition and		chaplain training, Roman Catholic	DND/CRC-480
conservation of	PAC/DAO-005	civilian official position list	DND/OMD-160
historical records, federal	PAC/FAD-025	civilian personnel services	DND/CPS-600
library, enquiries to	PAC/PAL-145	civilian training	DND/RET-380
library, general information on	PAC/PAL-135	clothing and personal equipment	DND/WEE-665
London and Paris offices	PAC/LPO-150	colours and flags	DND/DOC-425
machine-readable information on federal		commitments to UN operations	DND/MPO-305
institutions	PAC/MRA-095	communications equipment	DND/MCE-335
manuscripts, acquisition of	PAC/MAD-070	communications personnel	DND/MCE-330
medals and heraldry, acquisition of records		<i>Communiqué</i>	DND/PCA-620
on	PAC/PID-125	construction engineering	DND/CPB-710
medals and heraldry records, retention of	PAC/PID-130	dental records	DND/DEP-510
microfilm service	PAC/CMO-155	dental services	DND/DSD-505
micrographic advisory services	PAC/RMM-185	documentation requirement	DND/PCA-630
micrographic standards	PAC/MSR-175	dress regulations	DND/DOC-440
National Map Collection	PAC/NMC-050	education of children	DND/DEP-465
National Personnel Records Centre	PAC/NPR-165	employment of personnel	DND/MUD-565
optical disc storage	PAC/ODA-190	employment of women	ASW/RES-030
paintings and drawings, acquisition of	PAC/PID-125	engagement and re-engagement	DND/CSA-525
paintings and drawings, retention of	PAC/PID-130	environment protection and pollution	
participation in archival associations	PAC/DAO-010	control	DND/CPB-715
photographic services	PAC/PSD-195	export permits	DND/RDP-750
photographs, acquisition and preservation		food services	DND/SUB-675
of	PAC/NPC-100	historical material	DND/DMH-070
photographs, enquiries concerning	PAC/NPC-105	honours and awards	DND/DOC-445
photographs, historical	PAC/NPC-110	hospital and medical benefits	DND/CED-450
picture and medal conservation	PAC/PCD-200	human rights and DND personnel	DND/PCA-605
picture division, information on	PAC/PID-115	inspection of equipment	DND/MQA-705
pictures, enquiries concerning	PAC/PID-120	intelligence activities	DND/MIS-080
policy issues	DOC/ACA-225	job descriptions	DND/CLD-595
preservation and restoration of records	PAC/RCD-205	language training	DND/OLD-640
records management	PAC/DAO-005	machinery, vehicles, engines	DND/WEE-655
records management services	PAC/RMM-180	manpower programming	DND/MUD-575
reference and enquiries	PAC/FAD-020	manpower standards	DND/OMD-165
reprographic development	PAC/MSR-175	medical dental records	DND/SGB-490
research	PAC/MAD-075	medical, dental, veterinary equipment and	
storage of federal records	PAC/FRC-160	supplies	DND/SGB-500
storage of personnel information	PAC/NPR-170	medical services	DND/SGB-495
<b>Arctic</b>		military assistance	DND/RDP-760
energy conservation for housing	EMR/CNP-225	military assistance to foreign countries	FIN/IFD-655
environmental affairs	EMR/EVA-060	military communications systems	
hydrocarbon transportation systems	NEB/ERW-030	development	DOC/REC-145
Polar Continental Shelf, logistical support	EMR/PSP-445	military compensation and benefits	DND/CED-455
Polar Continental Shelf Project	EMR/PSP-435	military construction and maintenance	
preservation of archaeology sites	NMC/CMS-005	consultant contracts	DCL/OPR-010
scientific investigations	EMR/PSP-440	military construction and maintenance	
territorial lands under DIAND	INA/NAP-250	contracts	DCL/OPR-005
water pollution programs	DOE/EPS-270	military construction and maintenance,	
<b>Arctic Islands Liquified Natural Gas</b>		solicitation of contracts	DCL/OPR-015
financial policy	FIN/ERP-420	military engineering training	DND/MEO-320
		military personnel records	PAC/NPR-165
		mobile support equipment safety	DND/TRD-690



Key Words	CoR No.	Key Words	CoR No.
<i>(continued)</i>		<i>(continued)</i>	
non-public funds	DND/PSB-400	information on artists and paintings, National Gallery	NMC/NGF-250
officer classification	DND/MUD-560	loans from National Gallery	NMC/NGE-225
officer development	DND/PDB-365	loans to exhibitions, governments, museums and galleries	NMC/NGA-115 NMC/NGD-185
officer training	DND/PDB-350	loans to government departments, museums, universities	NMC/NGC-160
official language plans	DND/OLD-635	loans to government offices, Prime Minister's residence, universities	NMC/NGF-265
organization orders	DND/OMD-155	loans to government residences, ministers' offices	NMC/NGB-135
patents, policy on	DND/RSD-740	loans to National Gallery	NMC/NGC-160
pay allotments	DSS/ROS-070	National Gallery exhibitions	NMC/NGC-140
pay and allowances	DND/CED-460	National Gallery loans	NMC/NGH-305
pensions for disability or death	VAC/CPC-010	National Gallery publications	NMC/NGG-280
personnel exchanges, loans, secondments	DND/MUD-570	permanent retention of photographic reproduction processes	PAC/PID-130
personnel management information systems	DND/PCA-625	preservation and restoration	NMC/NGD-170 PAC/PCD-200 PAC/PCD-200
personnel newsletter	DND/PCA-615	product control of artists supplies	CCA/BCA-075
personnel research	DND/PDB-360	research and researchers, National Gallery	NMC/NGF-270
personnel selection	DND/PDB-355	research, Canadian historical	NMC/NGB-120
personnel trade evaluation	DND/MUD-585	restoration and conservation	NMC/NGA-100
physical education and recreation	DND/PSB-395	restorers, National Gallery	NMC/NGF-255
postal services	DND/TRD-685	specific artists and paintings, National Gallery	NMC/NGF-250
postings and transfers	DND/CSA-515	statistics on artists	STC/ECT-195
Privacy Act information	DND/PCA-610		CAC/ARB-155
promotions	DND/CSA-530	<b>Art Bank</b>	
public affairs activities	DND/ISD-065	<b>Art Gallery, National see Museums; National Gallery of Canada</b>	
publications, production and distribution of	DND/RSD-735	<b>Arts</b>	
qualifications of officers	DND/MUD-580	<i>Artists' Directory</i>	CAC/TOO-125
rank structure	DND/CSA-535	award case files	CAC/AAS-050
record of activities	DND/DMH-075	dance programs	CAC/DAS-055
recruitment	DND/RET-375	evaluations	CAC/AAS-040
release of personnel	DND/CSA-540	expert examiners	CPE/CPI-005
remustering of tradesmen	DND/CSA-545	Explorations Program, activities of	CAC/EXP-065
research and technology, applied	DND/RDB-725	Explorations Programs, applications to	CAC/EXP-070
research cooperation	DND/RDB-720	export information	CPE/CPI-005
research on equipment and supplies	DND/RDB-730	export permits, applications for	DOC/ACS-275
reserve forces	DND/RCD-345	film programs	CAC/MAS-075
retirement of personnel	DND/CSA-550	grants, enquiries on	CAC/AAS-025
revision of personnel classifications	DND/CLD-590	grants, loans and tax certificates	DOC/ACS-275
security	DND/MIS-085	grants, policy on	CAC/AAS-030
service personnel	DND/MUD-555	grants, short-term, travel and project cost	CAC/AAS-035
training guidelines	DND/RET-370	literary, reports and correspondence on	DOC/ACA-235
transportation services	DND/TRD-680	music programs	CAC/MUS-095
weapons equipment	DND/WEE-645	performing arts facilities	CAC/TOO-130
Welfare Program and Services	DND/PSB-405	performing, reports and correspondence on	DOC/ACA-235
	DND/ISD-060	policy and information	CAC/ART-015
<b>Armed Forces Day</b>		prizes and awards	CAC/ART-005
<b>Arms control and disarmament</b>		promotion in other countries	DEA/SFB-155
policy and positions	DEA/IFB-125	service contracts	CAC/TOO-135
<b>Art</b>		theatre programs	CAC/THS-105
acquisition and preservation	PAC/PID-125	Touring Office grants	CAC/TOO-140
acquisition of collections	NMC/NGC-145	Touring Office programs	CAC/TOO-115
acquisition of historic Canadian art	NMC/NGD-175	venture capital fund	CAC/TOO-120
acquisitions, National Gallery	NMC/NGB-130	video programs	CAC/MAS-080
acquisitions of prints and drawings, National Gallery	NMC/NGF-240	visual	CAC/VAS-145
Artists' files, National Gallery	NMC/NGH-290	visual, reports and correspondence on writing and publications	DOC/ACA-235 CAC/WPS-160
conservation	NMC/NGE-210		
conservation techniques, National Gallery	NMC/NGD-190		
correspondence with artists regarding acquisition of art	NMC/NGE-215		
exhibitions, National Gallery	NMC/NGF-245		
fine arts program, federal	NMC/NGB-130		
individual research dossiers on, National Gallery	NMC/NGE-205 NMC/NGF-235 NMC/NGG-275 NMC/NGH-295 PWC/PWC-015		
	NMC/NGC-150		



Key Words	CoR No.	Key Words	CoR No.
<b>Asian Development Bank (AsDB)</b>	BOC/INT-225	<i>(continued)</i>	
Canadian involvement	IDA/MVP-210	prairie water and land resource	
policies and programs	FIN/IFD-645	development	DOA/PFA-515
<b>Asian Development Fund (AsDF)</b>		scholarly associations	SHR/IRC-135
Canadian involvement	IDA/MVP-210	sire loan programs	DOA/RDB-440
policies and programs	FIN/IFD-645	social sciences and humanities research	
<b>Assiniboine River Diking Program</b>	DOA/PFA-540	scholarships	SHR/FEL-225
<b>Assistance, emergency</b>		to ethnic and visible minority community	
international	IDA/YVP-025	groups	SSC/CCP-050
<b>Assistance, financial (see also Grants; Subsidies;</b>		to municipalities and provinces for	
<b>Loans; Fellowships)</b>		residential land	CMH/PSO-085
administration of justice	JUS/JUS-035	to municipalities for residential land	CMH/PSO-080
African development	IDA/MVP-195	to museums and art galleries	NMC/NPG-080
agricultural product support prices	DOA/ASB-595	to veterans	VAC/VLA-080
Alberta irrigation works	DOA/PFA-535	to veterans for housing	VAC/VLA-085
amateur sports	NHW/FAS-415	to voluntary women's groups	SSC/CCP-055
Asia and the South Pacific	IDA/MVP-210	veterans	VAC/VSF-035
book publishers	DOC/ACS-250	veterans/land purchase	VAC/VLA-055
businesses/native peoples	INA/IIA-120	war veterans	VAC/VSF-045
Canada Assistance Plan	NHW/ISP-395	waterfowl crop loss	DOA/SDM-365
Canada Mortgage Renewal Plan	CMH/ISO-140	wheat farmers	DOA/SDM-370
Canadian studies	SSC/CCP-085	<b>Assistance, international development</b>	
Caribbean	IDA/MVP-205	Africa, regional aid	IDA/BCD-565
Caribbean and Latin America	IDA/MVP-200	agriculture	IDA/RVP-750
CIDA and NGOs	IDA/SVP-220	Algeria	IDA/BFD-610
CIDA, NGOs division of	IDA/SVP-250	Angola	IDA/BCD-540
CIDA/overseas projects	IDA/SVP-225	architecture	IDA/RVP-740
civilian and war veterans allowances	VAC/WVA-010	Bangladesh	IDA/BSF-270
clubs, 4-H	DOA/RDB-450	Barbados	IDA/BMD-425
cultural organizations	DOC/ACS-265	Belize	IDA/BMD-410
dairy farmers	CDC/MOP-090	Bénin	IDA/BFD-660
developing countries/World Bank	IDA/MVP-215	Bolivia	IDA/BMD-350
disabled student loans	SSC/ESP-010	Botswana	IDA/BCD-455
drought-proofing	DOA/PFA-555	Brazil	IDA/BMD-395
drug, alcohol and tobacco research	NHW/HPD-330	Burkina Faso	IDA/BFD-585
family planning	NHW/HSD-280	Burma	IDA/BSF-325
farm loans to native peoples	FCC/ADM-125	Burundi	IDA/BFD-670
farming	FCC/ADM-080	Cameroons	IDA/BFD-635
feed transport	DOA/RDB-475	Canadian and international organizations	IDA/YVP-020
ferry and coastal services	DOT/DWD-280	Canadian involvement/conferences	IDA/MVP-125
film industry	CFD/ADM-020	Cape Verde Islands	IDA/BFD-605
fitness, to encourage	NHW/FAS-420	Caribbean region	IDA/BMD-440
fruit and vegetable storage	DOA/MAE-255	Central African Republic	IDA/BFD-680
grain producers	DOA/SDM-350	Chad	IDA/BFD-580
grants and loans to veterans	VAC/VLA-060	Chile	IDA/BMD-400
health research	NHW/ERD-335	China	IDA/BSF-335
housing	CMH/PSO-055	Columbia	IDA/BMD-340
	CMH/PSO-055	Congo	IDA/BFD-645
housing and community planning		construction	IDA/RVP-745
scholarships	CMH/PDR-190	contracts/CIDA	IDA/RDG-690
housing technology	CMH/PDR-200	coordination	FIN/IFD-660
housing/native peoples	INA/IIA-085	Costa Rica	IDA/BMD-360
housing/scholarships	CMH/PDR-190	demography and human settlements	IDA/RVP-795
human rights development	SSC/CCP-035	Dominican Republic	IDA/BMD-405
industrial technology	NRC/TTR-720	East African community	IDA/BCD-460
industry	NRC/TTR-710	Ecuador	IDA/BMD-345
labour education	LAB/ERC-205	education	IDA/RVP-780
learned journals	SHR/IRC-125	Egypt	IDA/BCD-550
management development/native peoples	INA/IIA-095	El Salvador	IDA/BMD-365
medical research	MER/PRB-030	energy	IDA/RVP-730
medical research scholarships	MER/PRB-065	Ethiopia	IDA/BCD-560
mortgage interest deferral	CMH/ISO-135	evaluation of CIDA programs	IDA/YVP-090
mortgage rate protection	CMH/ISO-160	extent and nature	IDA/YVP-065
native peoples/economic development	RIE/NED-325	federal government	IDA/YVP-005
NRC	NRC/EXE-025	fisheries	IDA/RVP-765
official languages, to provinces	SSC/OLP-030	food procurement and transportation	IDA/RDG-700

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<i>(continued)</i>		<i>(continued)</i>	
forestry	IDA/RVP-755	Tunisia	IDA/BFD-620
Gabon	IDA/BFD-665	Turkey	IDA/BSO-295
Ghana	IDA/BCD-465	Uganda	IDA/BCD-525
Guatemala	IDA/BMD-370	UN and international agencies	IDA/YVP-010
Guinea-Bissau	IDA/BFD-600	water	IDA/RVP-735
Guinea, Republic of	IDA/BFD-675	Zaire	IDA/BFD-650
Guyana	IDA/BMD-415	Zambia	IDA/BCD-530
Haiti	IDA/BMD-390	Zimbabwe	IDA/BCD-535
health and population	IDA/RVP-785	<b>Assistance, technical</b>	
Honduras	IDA/BMD-375	agriculture abroad	DOA/SDM-400
India	IDA/BSO-275	construction of Prairie municipal water and sewer facilities	DOA/PFA-505
Indonesia	IDA/BSO-330	developing countries	NRC/EXE-025
industrial cooperation	IDA/AVP-105	drought-proofing	DOA/PFA-555
industrial cooperation/private sector	IDA/AVP-110	international forestry management	DOA/CFS-605
industrial services	IDA/RVP-770	manufacturing industry	NRC/TTR-730
international financing, regional institutions and aid agencies	IDA/AVP-115	prairie water and land resource development	DOA/PFA-515
Ivory Coast	IDA/BFD-615	prairie water resource planning and management	DOA/PFA-520
Jamaica	IDA/BMD-420	telecommunications, ITU activities in to veterans for housing	DOC/PLI-005
Kenya	IDA/BCD-470	<b>Assisted Home Ownership Program (AHOP)</b>	VAC/VLA-085
Latin American region	IDA/BMD-445	mortgages	CMH/ISO-110
Leeward and Windward Islands	IDA/BMD-435	program evaluation	CMH/PDR-225
Lesotho	IDA/BCD-475	<b>Assisted Rental Plan (ARP)</b>	CMH/ISO-110
Malagasy Republic	IDA/BFD-630	<b>Astrolabe theatre</b>	NCC/PAB-040
Malawi	IDA/BCD-480	<b>Astronomy research</b>	NRC/HIA-340
Malaysia	IDA/BSO-320		NRC/HIA-350
Mali	IDA/BFD-570	<b>Atlantic geoscience</b>	
Maritius Island	IDA/BCD-485	activities, management and operations	EMR/GSC-385
Mauritania	IDA/BFD-595	<b>Atlantic provinces adjustment</b>	
mining and metallurgy	IDA/RVP-760	financial equalization	FIN/FPR-210
Morocco	IDA/BFD-625	<b>Atlantic region</b>	
Mozambique	IDA/BCD-545	capital markets	BOC/SEC-005
Namibia	IDA/BCD-510	<b>Atlantic Research Laboratory</b>	
natural, resources	IDA/RVP-775	NRC administration of projects	NRC/ARL-035
Nepal	IDA/BSO-280	<b>Atlantic Survey Unit pilot project</b>	NRC/ARL-030
Nicaragua	IDA/BMD-380	<b>Atlantic Tidal Power Programming Board</b>	DOE/ECS-190
Niger	IDA/BFD-575	<b>Atmospheric Environment Service</b>	
Nigeria	IDA/BCD-490	computing systems	DOE/AES-470
Pakistan	IDA/BSO-290	data acquisition	DOE/AES-440
Panamas	IDA/BMD-385	instruments	DOE/AES-485
Peru	IDA/BMD-355	policy, operations	DOE/AES-480
Philippines	IDA/BSO-305	telecommunications	DOE/AES-425
policy development/CIDA	IDA/RDG-715	<b>Atomic energy (see also Nuclear energy)</b>	
private investment	IDA/YVP-075	control regulations	AEB/PAB-235
quality, content/CIDA	IDA/RDG-705	emergency planning activities	AEB/PAB-210
Rwanda	IDA/BFD-640	foreign countries interested in CANDU	AEB/RRB-260
Sao-Tome-Principe	IDA/BFD-685	fuel processing facilities	AEB/FCM-200
Senegal	IDA/BFD-590	heavy water plants	AEB/FCM-195
Sierra Leone	IDA/BCD-495	international involvement	AEC/FCM-120
Somalia	IDA/BCD-500	legislation	AEB/PAB-230
South Africa	IDA/BCD-505	liability	AEB/PAB-220
South East Asia	IDA/BSO-310	prescribed substances	AEC/FCM-155
South Pacific	IDA/BSO-315	regulatory documents	AEB/RRB-255
Southern Africa	IDA/BCD-450	safeguards research	AEB/RRB-250
specific projects	IDA/AVP-100	special investigations, inspections	AEB/FCM-180
Sri Lanka	IDA/BSO-285	transportation regulations of radioactive materials	AEB/FCM-160
statistical data, aid issues	IDA/YVP-070	<b>Atomic Energy Advisory Panel</b>	
Sudan	IDA/BCD-555	financial information	FIN/ERP-395
Swaziland	IDA/BCD-515		
Tanzania	IDA/BCD-520		
telecommunications	IDA/RVP-720		
Thailand	IDA/BSO-300		
Togo	IDA/BFD-655		
transportation	IDA/RVP-725		
Trinidad and Tobago	IDA/BMD-430		

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<b>Atomic Energy Control Act</b> financial information	AEB/PAB-230 FIN/ERP-395	Revenue Canada Taxation, operational	RCT/IAE-025
<b>Atomic Energy Control Board</b> committees	AEC/SEC-010 AEC/SEC-025	taxpayer fraud	RCC/EPE-070
consultant organizations	AEC/ASB-115	taxpayers	RCC/EPE-125
coordination and planning	AEB/PAB-205	taxpayers' records	RCC/EPE-045
dealings with provincial governments	AEB/PAB-240	<b>Audits, internal</b>	OCG/PDB-105
liaison with federal departments	AEB/PAB-225	Canada Mortgage and Housing Corporation	CMH/OAD-320
organization and functions	AEC/SEC-005		CMH/OAD-325
public information	AEC/SEC-020		CMH/OAD-330
<b>Atomic Energy of Canada Limited</b>	AEC/DRR-060		CMH/OAD-335
licensing	AEB/FCM-170	Correctional Service Canada	CPS/IGB-125
<b>Atomic reactors</b>		DND	DND/FSB-770
computer codes	AEC/ASB-100	DRIE	RIE/AUD-295
design standards	AEC/ASB-095	general	RIE/AUD-300
domestic	AEC/DRR-055	NRC	NRC/EXE-010
foreign and marine	AEC/DRR-065	policies and procedures, EIC	EIC/IAB-005
general information	AEC/DRR-030	<b>Audits, national</b>	
inspections	AEC/DRR-045	policies, procedures and guidelines, EIC	EIC/IAB-015
licensing	AEC/DRR-035	<b>Audits, regional</b>	
operator training	AEC/DRR-070	policies, procedures and guidelines, EIC	EIC/IAB-020
personnel	AEC/DRR-085	<b>Auroral research</b>	NRC/HIA-355
prescribed equipment	AEC/FCM-125	<b>Authors</b>	
safety requirements	AEC/DRR-090	copyright	CCA/COA-095
steam rebuild programs	AEC/DRR-050	library acquisitions, Canadian	NLC/CDB-030
waste management facilities	AEB/FCM-190	<b>Auto Pact</b>	
<b>Audiovisual</b>		effects on economy	FIN/SPA-090
acquisition of archival material	PAC/FTS-035	international finance and trade	FIN/SPA-100
aids in law enforcement	CMP/IDD-125	tariffs	RCC/CPE-185
archival recordings	PAC/FTS-030	<b>Automated Responsive Audit Service Program</b>	RCC/EPE-045
	PAC/FTS-040	<b>Automatic Lookout Enquiry and Report (ALERT)</b>	RCC/CPE-350
archival recordings, retention of	PAC/FTS-045	<b>Automobile components</b>	
National Gallery photographic services	NMC/NGA-110	tax remission	RCC/EPE-085
NRC material	NRC/EXE-020	<b>Automotive and Special Remission</b>	
policies concerning recordings	DOC/ACF-220	customs duty	RCC/CPE-200
<b>Audit programs, operational</b>		<b>Automotive, marine and rail</b>	
Revenue Canada, Taxation	RCT/IAE-025	general	RIE/AMR-120
<b>Auditor General's Act</b>	OCG/PDB-060	<b>Aviation</b>	
<b>Audits (standard class of records)</b>		medicine	DOT/DAM-130
see institution identifier with 916, if		research on structures and materials for	NRC/NAE-490
available, in chapter concerning relevant		safety	DOT/DSP-115
institution		security	DOT/DAX-120
<b>Audits</b>		<b>Aviation, civil</b>	
alcohol industry	RCC/EPE-045	communications and navigation aids	DOT/DFS-080
bankruptcy	CCA/COA-085	medical assessment, standards and safety	NHW/HAS-250
bonded warehouses	RCC/EPE-045	medical records	DOT/DAM-130
corporate affairs	CCA/BPC-150	<b>Awards</b>	
departmental staffing activities	PSC/AUD-025	arts	CAC/ART-005
effectiveness of RCMP	CMP/AUD-020	biotechnology retraining	MER/PRB-095
efficiency of public service	CMP/AUD-025	biotechnology training	MER/PRB-090
federal government, internal	DSS/FAS-120	choirs	CAC/ART-005
file selection/taxation	RCT/PSB-195	DND incentive plan	DND/ESD-045
income tax, policy and procedures	RCT/IAE-035	federal incentive	TBS/APB-110
Industrial Incentive Programs	RCC/CPE-205	films	NFB/COM-010
infringement of Customs Act	RCC/CPE-150	foreign nationals	DEA/SFB-150
legislation research, policy and procedures	RCT/LEG-040	health sciences/graduate	MER/PRB-080
non-compliance research/taxation	RCT/PSB-200	health sciences/undergraduates	MER/PRB-085
operational, federal government	DSS/MOS-135	medical research	MER/PRO-005
operational, security service	CMP/AUD-021	visiting professorships	MER/PRB-105
operations evaluation/taxation	RCT/PSB-210	visiting scientists	MER/PRB-100
payroll/taxation	RCT/PSB-165	<b>Awards for Young Composers</b>	CAC/ART-005
planning and control/taxation	RCT/PSB-190		
quality review/taxation	RCT/PSB-205		
reference documents, EIC	EIC/IAB-010		
research and development/taxation	RCT/PSB-215		



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<b>B</b>			
<b>Badges and insignia</b>		<b>Bees</b>	
Armed Forces	DND/DOC-410	production and quality	DOA/RER-220
<b>Balance of payments</b>		<b>Behavioural research</b>	
by geographical area	BOC/INT-265	information technology	DOC/REI-155
Canada	FIN/FAD-180	<b>Belize</b>	
capital account	BOC/INT-255	Canadian aid	IDA/BMD-410
current account	BOC/INT-250	<b>Benevolent funds</b>	
international finance and trade	FIN/SPA-100	for veterans	VAC/VSB-035
policies	BOC/INT-240	<b>Bénin</b>	
records	STC/IFE-260	Canadian aid	IDA/BFD-660
summaries	BOC/INT-245	<b>Beverage industry</b>	
<b>Balloons, scientific</b>	NRC/CCS-155	statistics	STC/IND-320
<b>Bangladesh</b>		<b>Bilingualism</b>	
Canadian aid	IDA/BSO-270	National Capital Region	NCC/SEC-005
<b>Bank Act</b>		<b>Billing control</b>	
administration	FIN/IGB-020	federal government	DSS/FAS-100
financial institutions	FIN/FIM-150	<b>Biological chemistry</b>	
market structure	CCA/BPC-135	Atlantic Research Laboratory	NRC/ARL-050
revisions	FIN/IGB-015	<b>Biological resources</b>	
<b>Bank for International Settlements (BIS)</b>	BOC/INT-235	quantity, quality and location	DOA/RER-230
	BOC/MFA-165	<b>Biologics</b>	
<b>Bank notes (see also Currency; Money markets)</b>	BOC/SEC-005	licensing and use	DOA/FPI-005
research	BOC/DED-285	<b>Biology research</b>	NRC/BSC-105
used	BOC/DED-300	<b>Biomass</b>	
<b>Banking, investment and insurance</b>		energy research	NRC/DEN-300
international activities	DEA/EFFB-085	programs	EMR/CNP-245
<b>Banking services to central banks</b>		<b>Biomathematics research</b>	NRC/BSC-085
Bank of Canada	BOC/DED-290	<b>Biomedical Engineering Research Program</b>	NRC/DEE-280
	BOC/INT-270	<b>Biotechnology</b>	DOA/RER-250
<b>Banking systems</b>		development grants	MER/PRB-035
American	BOC/MFA-145	retraining awards	MER/PRB-095
<b>Bankruptcy</b>	CCA/COA-085	<b>Biotechnology Research Institute</b>	NRC/BRI-135
	CMP/CID-045	<b>Biotechnology Training Centre awards</b>	MER/PRB-090
<b>Banks</b>	CMP/OPD-270	<b>Birds</b>	
analyses	FIN/IGB-020	biometrics	DOE/ECS-105
annual inspection	BOC/MFA-105	hazard to aircraft	DOE/ECS-150
cash management	CDI/MIS-010	import control	DOA/FPI-015
client accounts	BOC/SEC-035	information regarding wildfowl	DOE/ECS-120
computer services	BOC/DED-275	migratory, protection	DOE/ECS-110
data processing	BOC/MFA-170	research	DOE/ECS-150
foreign	FIN/IGB-040	<b>Births</b>	
general information	FIN/IGB-045	registries	STC/HLT-095
Inspector General of	FIN/FIM-150	<b>Blind Persons Act</b>	
investments	FIN/IGB-005	administration	NHW/ISP-395
outside Canada	FIN/IGB-025	<b>Bolivia</b>	
payment systems	FIN/IGB-045	Canadian aid	IDA/BMD-350
reports and returns	BOC/MFA-155	<b>Bomb threats</b>	
securities	FIN/IGB-030	to federal structures	PWC/PWC-075
<b>Barbados</b>	FIN/IGB-035	<b>Bonded carriers</b>	
Canadian aid	IDA/BMD-425	excise	RCC/EPE-135
<b>Bargaining rights</b>		<b>Bonds (see also Securities; Canada Savings Bonds)</b>	FIN/FIM-165
acquisition and termination	CLR/OPS-005	Bank of Canada arrangements with	BOC/PDD-335
misuse	CLR/OPS-010	financial institutions	FIN/FIM-165
<b>Base Federal Sales Tax</b>	FIN/TAC-745	federal government	BOC/DED-300
<b>Battlefields</b>		information on inventory and distribution	BOC/PDD-310
national commission	DOE/PKS-095	production of	BOC/PDD-315
<b>Bay of Fundy Power Review Board</b>	DOE/ECS-190	register of holders	BOC/PDD-325
<b>Beaufort Sea</b>		retirement of debts	BOC/PDD-305
oil and gas transportation	INA/NAP-215	secured by the Bank of Canada	
<b>Beauharnois Canal see St. Lawrence Seaway</b>		<b>Bonds, security</b>	
		for immigrants	EIC/IMM-065
		transportation of immigrants	EIC/IMM-085
		<b>Book Purchase and Donation Program</b>	CAC/WPS-160

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<b>Books</b>	
assistance to publishers	DOC/ACS-250
<b>Books and manuscripts</b>	
preservation and restoration	PAC/RCD-205
<b>Bora Laskin National Fellowship in Human Rights Research</b>	SHR/FEL-240
<b>Botswana</b>	
Canadian aid	IDA/BCD-455
<b>Bottom Line; Technology, Trade and Income Growth</b>	ECC/PAA-055
<b>Boulevard Riel Project, Hull</b>	
housing design	CMH/NOS-165
<b>Brazil</b>	
Canadian aid	IDA/BMD-395
<b>Brazil Support Program</b>	DOC/TIA-085
<b>Breweries</b>	
excise audits	RCC/EPE-045
excise duties	RCC/EPE-075
monitoring of excise duty	RCC/EPE-115
monthly revenue reports	RCC/EPE-100
<b>Bridges</b>	
Champlain, administration	SLS/JCB-130
St. Lawrence Seaway	SLS/ESB-065
	SLS/OMB-065
	SLS/SIB-120
St. Lawrence Seaway (Eastern Region)	SLS/ODE-045
St. Lawrence Seaway (Western Region)	SLS/ODW-045
<b>Bridges and tunnels</b>	
international/policy, management	DOT/DSH-255
international/regulation and management	DOT/DSH-265
<b>British Army Training Conference</b>	DND/LDO-215
<b>Broadcasting see also Telecommunications</b>	
advertising	CRT/BRO-015
applications for licences	CRT/TEL-125
Canadian content	CRT/BRO-055
Commission proceedings	CRT/COR-080
correspondence between Commission and other federal departments and provincial governments	CRT/SEC-060
correspondence on programming	CRT/SEC-045
decisions on applications	CRT/SEC-055
documentation, general	CRT/COR-075
equipment standards	DOC/SMB-200
	DOC/SME-210
extension of services	DOC/PLB-040
financial and operational statistics	CRT/COR-095
financial returns of licensees	CRT/COR-065
interventions regarding applications for licence	CRT/SEC-050
legal advice on major issues	CRT/LEG-145
legal correspondence	CRT/TEL-140
legislation	DOC/PLP-075
licensing, public hearings	CRT/COR-110
marketing analyses	CRT/BRO-035
ownership of radio, TV and cable TV undertakings	CRT/BRO-025
policies and development	DOC/PLB-025
policies, programs, and proposals	DOC/PLB-030
policy and regulations	CRT/BRO-020
political	CRT/BRO-010
processing of applications	CRT/SEC-040
prosecution cases	CRT/LEG-155
regulations and policies	CRT/COR-090
research grants	CRT/COR-070
statistical information	CRT/COR-085
technical database	CRT/COR-100

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<i>(continued)</i>	
technical briefs concerning establishment of new radio and TV stations	CRT/BRO-030
technical certification for licensing	DOC/SMB-200
<b>Budget, federal</b>	
cash projections	BOC/SEC-065
coordination	TBS/PRB-550
preparation	OCG/PDB-070
tariff content	FIN/TAR-680
<b>Budget, federal government</b>	
general	FIN/FPD-055
<b>Budgetary analysis</b>	
federal government	DSS/FAS-095
<b>Budgetary control</b>	
federal	OCG/PDB-065
<b>Budgeting, zero base</b>	
federal	OCG/PEB-165
<b>Budgets (standard class of records)</b>	
see institution identifier with 917, if available, in chapter concerning relevant institution	
<b>Budgets</b>	
federal government	FIN/TPL-710
<b>Building codes and standards</b>	NRC/TTR-615
<b>Building materials, systems and equipment</b>	
evaluation	CMH/CTS-355
<b>Building research</b>	
design and construction	NRC/TTR-605
earth materials	NRC/TTR-630
fires	NRC/TTR-625
instrumentation	NRC/TTR-635
materials	NRC/TTR-600
noise and vibration	NRC/TTR-640
operation of activities in NRC	NRC/TTR-590
regional stations	NRC/TTR-645
services	NRC/TTR-620
structural	NRC/TTR-610
support services for NRC	NRC/TTR-595
technical information	NRC/TTR-650
UFFI	NRC/TTR-655
<b>Buildings (standard class of records)</b>	
see institution identifier with 906, if available, in chapter concerning relevant institution	
<b>Buildings</b>	
administration and maintenance	CPS/EAP-055
fire safety	CPS/EAP-060
leasing, National Capital Region	NCC/PRB-065
<b>Buildings, federal</b>	
and lands	PWC/PWC-045
facilities planning	CPS/EAP-045
Indian Affairs and Northern Development	INA/ADM-370
maintenance and repairs	PWC/PWC-065
physical security	PWC/PWC-075
safety	PWC/PWC-070
<b>Bureau of Pensions Advocates</b>	
pension adjudication	VAC/BPA-005
<b>Burkina Faso</b>	
Canadian aid	IDA/BFD-585
<b>Burma</b>	
Canadian aid	IDA/BSO-325
<b>Burundi</b>	
Canadian aid	IDA/BFD-670

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**Business**

and labour relations	RIE/POL-215
credit submissions/support groups	BDB/FLS-040
development and financing/native peoples	INA/IIA-120
equity valuation/taxation	RCT/PSB-230
Federal Business Development Bank	
accounts	BDB/FLS-030
finance and taxation data	STC/IOF-435
financing	BDB/FLS-025
financing sources	BDB/FLS-015
fraud	CMP/CID-045
	CMP/OPD-270
guaranteed repayment loans	FIN/GFD-780
income tax policy	FIN/TPL-720
information services	BDB/MTS-060
international aid	IDA/RVP-770
investment and venture capital	BDB/FLS-045
liaison with government	FIN/CFD-505
loan and guarantee financing	BDB/FLS-020
management counselling	BDB/MTS-055
management services	BDB/MTS-050
non-resident taxes	FIN/TPL-725
shipments, inventories and orders	STC/IND-310
statistics	STC/IFE-255
statistics, field operations	STC/BTS-305
statistics on loans	BDB/FLS-035
survey methods	STC/SVM-545
taxation data	STC/BUS-530
<i>Business Register</i>	STC/BUS-525

**C**

<b>Cabinet documents, analysis of economic content</b>	TBS/PRB-535
<b>Cable television (see also Telecommunications)</b>	
correspondence on programming	CRT/SEC-045
decisions on applications	CRT/SEC-055
extension and improvement of services	DOC/PLB-040
financial and operational statistics	CRT/COR-095
interventions regarding applications for	
licence	CRT/SEC-050
legal advice on major issues	CRT/LEG-145
operational information	CRT/COR-100
ownership	CRT/BRO-025
policy	FIN/EDD-465
policy and regulations	CRT/BRO-020
processing of applications	CRT/SEC-040
regulatory policy, development of	DOC/PLB-035
	DND/RCD-340
<b>Cadet training</b>	
<b>Caisses populaires</b>	
balance-sheet data	BOC/MFA-110
payment systems	BOC/MFA-155
<b>Calorimetry, research in</b>	NRC/DMS-450
<b>Cameroons</b>	
Canadian aid	IDA/BFD-635
<b>Can tag</b>	
labelling project	CCA/BPC-125
<b>Canada - French Community of Belgium Literary Prize</b>	CAC/ART-005
<b>Canada Assistance Plan</b>	
administration of Parts I and III	NHW/ISP-395
<b>Canada-Australia Literary Prize</b>	CAC/ART-005

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<b>Canada Benefits</b>	
EMR	EMR/CGA-070
<b>Canada-Brazil Technical Cooperation Program</b>	DOC/TIA-085
<b>Canada Canoe Festival</b>	NCC/PAB-045
<b>Canada Centre for Mineral and Energy Technology</b>	EMR/CAB-450
<b>Canada Centre for Remote Sensing</b>	EMR/RSB-470
<b>Canada Centre for Space Science</b>	
NRC administration of	NRC/CCS-140
programs	NRC/CCS-145
<b>Canada Corporations Act</b>	
law research	LRC/LRS-060
<b>Canada Council Medal</b>	CAC/ART-005
<b>Canada Deposit Insurance Act</b>	CDI/MIS-010
<b>Canada Development Investment Corporation (CDIC)</b>	
assistance administration	FIN/CFD-530
<b>Canada Employment Centres, clerical procedures in</b>	EIC/SYS-520
<b>Canada Explosives Act</b>	
administration	EMR/CAB-455
<b>Canada Farm Labour Pools</b>	EIC/LMD-365
<b>Canada-France-Hawaii Telescope (CFHT)</b>	NRC/HIA-335
<b>Canada Grain Act</b>	
administration of	DOA/CGC-585
and regulations	DOA/CGC-565
<b>Canada Health Survey</b>	STC/HLT-115
<b>Canada Home Renovation Program (CHRP)</b>	CMH/PSO-095
program evaluation	CMH/PDR-225
<b>Canada Institute for Scientific and Technical Information (CISTI)</b>	
acquisitions	NRC/TTR-665
cataloguing	NRC/TTR-675
loans, photocopies and translations	NRC/TTR-680
on-line searches	NRC/TTR-690
operation of	NRC/TTR-660
publications	NRC/TTR-695
<b>Canada-Italy Literary Award</b>	CAC/ART-005
<b>Canada Labour Code</b>	
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	CLR/OPS-010
	CLR/OPS-020
	CLR/OPS-025
arbitration/industrial relations	LAB/ASE-040
CLRB judgements	LAB/MCB-080
conciliation and mediation/industrial	
relations	LAB/MCE-050
labour relations enquiries	LAB/MCB-070
labour standards complaints	LAB/ERC-185
labour standards enquiries	LAB/ERC-200
labour standards regulations	LAB/ERC-180
safety of employees	LAB/OSH-240
safety of employees/railways	LAB/OSH-255
violations/industrial relations	LAB/MCB-055
<b>Canada Labour Relations Board</b>	
bargaining complaints	LAB/MCB-060
judgements	LAB/MCB-080
<b>Canada land inventory</b>	DOE/ECS-170



Key Words	CoR No.	Key Words	CoR No.
<b>Canada Lands</b> (see also <b>Crown land</b> ; <b>Land</b> )		<b>Canada/USSR Economic Cooperation Agreements and Mixed Commission</b>	EMR/DEX-025
financial policy, oil and gas	FIN/ERP-420	<b>Canadair</b>	
forest management	DOA/CFS-685	assistance administration	FIN/CFD-530
mineral rights	EMR/CGA-080	<b>Canadarm Program</b>	NRC/NAE-495
	INA/NAP-340	<b>Canadian accident injury reporting and evaluation (CAIRE)</b>	CCA/BCA-070
occupational health and safety	EMR/CGA-095	<b>Canadian Armed Forces</b> see <b>Armed Forces</b>	
oil and gas exploration	EMR/CGA-065	<b>Canadian Astronaut Program</b>	NRC/NAE-495
oil and gas exploration policy	EMR/CGA-085	<b>Canadian Bankers' Association</b>	BOC/INT-270
oil and gas leases	EMR/CGA-080	<b>Canadian Book Exchange Centre</b>	
oil and gas reserves and potential	INA/NAP-350	surplus library materials	NLC/CDB-030
oil and gas resource evaluation	EMR/CGA-090	<b>Canadian books</b>	
parks and historic sites	DOE/PKS-010	cataloguing in publication (CIP)	NLC/CAT-040
policy development/oil and gas exploration	INA/NAP-345	<b>Canadian Classification and Dictionary of Occupations</b>	EIC/EMP-455
safety/drilling of oil and gas	INA/NAP-355	<b>Canadian Computer Communications Task Force</b>	BOC/MFA-160
surveying	EMR/SMB-405	<b>Canadian Conservation Institute</b>	NMC/NPG-070
	EIC/EMP-460	<b>Canadian content</b>	
<b>Canada-Mexico trainee exchanges</b>	CMH/GCC-005	in films, videotapes	DOC/ACS-260
<b>Canada Mortgage and Housing Act</b>	CMH/GCC-025	policy and regulations for TV and radio	CRT/BRO-020
		radio and television	CRT/BRO-055
<b>Canada Mortgage Renewal Plan</b>		violations, TV and radio	CRT/LEG-155
grants	CMHC/ISO-140	<b>Canadian Dairy Commission</b>	
<b>Canada Oil and Gas Act</b>	EMR/DEX-040	stabilization of costs	FIN/EDD-490
<b>Canada Oil and Gas Lands Administration</b>	EMR/CGA-065	<b>Canadian Electrical Association</b>	EMR/CNP-215
<b>Canada Oil and Gas permits</b>	FIN/FPR-260		EMR/CNP-225
<b>Canada Pension Commission</b>	VAC/CPC-005	<b>Canadian Forces Exchange System (CANEX)</b>	DND/PSB-385
<b>Canada Pension Plan</b> (see also <b>Income security programs</b> )		<b>Canadian Forces Superannuation Act</b>	DND/JAG-020
administration	NHW/ISP-360	<b>Canadian General Standards Board</b>	CCA/BCA-015
collection of contributions/interpretations	RCT/PSB-170		CCA/BCA-025
contributors' accounts	NHW/ISP-385	<b>Canadian Government Annuities</b>	
coverage and assessment/taxation	RCT/APP-315	actuarial services	EIC/INS-160
disability benefits	NHW/ISP-380	administration of	EIC/NSB-605
financing	FIN/SPD-360	systems supporting administration of	EIC/SYS-545
international agreements/accounts	NHW/ISP-390	<b>Canadian government master specifications</b>	PWC/PWC-020
regional delivery/EDP systems	NHW/ISP-370	<b>Canadian Grain Commission</b>	DOA/CGC-585
regional operations/accounts	NHW/ISP-375	<b>Canadian Health Act</b>	FIN/SPD-325
women	ASW/RES-010	<b>Canadian Health and Disability Survey</b>	STC/HLT-115
<b>Canada Rental Supply Plan</b>	CMH/ISO-110	<b>Canadian Heritage Information Network</b>	NMC/NPG-065
<b>Canada Savings Bonds</b> (see also <b>Bonds</b> )		<b>Canadian Home Insulation Program (CHIP)</b>	CMH/CTS-340
		<b>Canadian Homeownership Stimulation Plan</b>	
		grants	CMH/ISO-140
		<b>Canadian Import Tribunal</b>	
analyses and surveys	BOC/DED-280	enforcement	RCC/CPE-230
general	BOC/DED-300	<b>Canadian Industrial Renewal Board</b>	RIE/CIR-290
historical information	BOC/PDD-305	<b>Canadian International Development Agency (CIDA)</b>	
retirement of	FIN/FIM-170	financial programs	FIN/IFD-620
sales and issuing agents	BOC/SEC-070	<b>Canadian library holdings</b>	NLC/PSB-090
<b>Canada-Scotland Writers-in-Residence</b>	BOC/SEC-040	<b>Canadian Merchant Marine</b>	
<b>Canada Service Bureau Program</b>	BOC/SEC-055	policy development	FIN/EDD-470
federal program information	BOC/PDD-325	<b>Canadian Milk Supply Management Committee</b>	CDC/COM-025
<b>Canada Sounding Rocket Planning Group (CSRPG)</b>	BOC/SEC-045	<b>Canadian missions abroad</b>	
<b>Canada Southern Acquisitions</b>	CAC/ART-005	customs tariff, trade talks	RCC/CPE-245
<b>Canada Standards Size Program</b>		<b>Canadian National Railway bonds</b>	BOC/DED-300
<b>Canada Student Loans Program</b>	DSS/STP-210		BOC/PDD-305
	NRC/CCS-145		BOC/PDD-325
	CTC/RES-315	retirement of	SSC/CCP-045
	CCA/BCA-025	<b>Canadian Nationals Act</b>	
	FIN/GFD-780	<b>Canadian Occupational Projection System (COPS)</b>	EIC/SPP-635
	SSC/ESP-010	<b>Canadian Oil Substitution Program (COSP)</b>	EMR/DEX-035
<b>Canada-Switzerland Literary Prize</b>	CAC/ART-005	<b>Canadian ownership</b>	
<b>Canada-US</b>		petroleum industry	EMR/EPS-170
boundary maintenance and regulations	EMR/SMB-425		
boundary waters	DOE/ECS-175		
defence development	DEA/TFB-045		
relations on energy	FIN/ERP-425		
<b>Canada Works Program</b>	EIC/LMD-395		

Key Words	CoR No.	Key Words	CoR No.
<b>Canadian Ownership and Control Determination (COCD)</b>		<b>Cargo</b>	
Act	EMR/PNA-110	St. Lawrence Seaway	SLS/FAB-025
general	EMR/PNA-120	<b>Cargo control</b>	
policy	EMR/PNA-115	customs and excise	RCC/CPE-265
<b>Canadian Ownership Rate and Control Status Program</b>	EMR/PNA-120	<b>Cargo Test Package</b>	RCC/CPE-320
<b>Canadian participation in Commonwealth programs and activities</b>	EMR/PNA-115	<b>Caribbean Development Bank (CDB)</b>	
<b>Canadian participation in international, social and humanitarian activities</b>	DEA/IFB-120	Canadian aid	IDA/MVP-205
<b>Canadian participation in U.N.</b>	DEA/SFB-200	policies and programs	FIN/IFD-645
social and humanitarian activities		<b>Caribbean region</b>	
<b>Canadian Police College</b>	DEA/IFB-115	Canadian aid	IDA/BMD-440
<b>Canadian Police Information Centre (CPIC)</b>	CMP/TRN-240		IDA/MVP-200
liaison services	CMP/RSU-220	<b>Carrier control</b>	
<b>Canadian studies</b>	CMP/RSU-195	customs and excise	RCC/CPE-260
grants for preparation of research tools	SHR/STR-085	<b>Carriers, motor</b>	
technical and financial assistance	SSC/CCP-085	general information, regulations	DOT/DSH-260
<b>Canadian Transport Commission</b>		<b>CASE</b>	BDB/MTS-055
policy development	FIN/EDD-470	<b>Cash projections</b>	
<b>Canadian unity</b>		Government of Canada	BOC/SEC-065
program development and implementation	DSS/CUI-200	<b>Cash reserves</b>	
<b>Canadian War Museum</b>		banks	FIN/IGB-030
publications	NMC/MMG-670	management	BOC/SEC-035
<b>Canadian Work Place Automation Research Centre</b>		management studies	BOC/SEC-070
<b>Canadianization</b>		<b>Catalysis, research in</b>	NRC/DCH-200
petroleum industry	EMR/EPs-170	<b>Cell biophysics research</b>	NRC/BSC-090
<b>Canals (see also Heritage canals)</b>		<b>Cell physiology research</b>	NRC/BSC-070
Canso Waterway information	DOT/MAW-165	<b>Censorship</b>	
St. Lawrence Seaway	SLS/ESB-080	inmates' correspondence, reading material	
St. Lawrence Seaway	SLS/OMB-080	and telephone calls	CPS/PSD-425
<b>CANDIDE</b>	ECC/CRA-010	<b>Census</b>	
<b>CANDU</b>		agriculture	STC/AGR-445
design standards	AEC/ASB-095	data on EIC programs	EIC/SPP-625
prospective purchasers	AEB/RRB-260	operations	STC/COP-015
<b>Canertech</b>	EMR/CRB-255	socioeconomic information	NHW/PPI-075
<b>Cannabis (see also Drugs)</b>		<b>Central African Republic</b>	
control policies/health	NHW/CDC-160	Canadian aid	IDA/BFD-680
<b>Canrail</b>	CTC/RES-315	<b>Central agencies</b>	
<b>Canso Canal</b>		services supporting departmental programs	TBS/APB-030
waterway information	DOT/MAW-165	<b>CEPACS</b>	RCC/CPE-315
<b>Cape Verde Islands</b>		<b>Ceremonial services</b>	
Canadian aid	IDA/BFD-605	RCMP	CMP/TRN-235
<b>Capital Cost Allowance Programs</b>		<b>Ceremonies and celebrations</b>	
communications	DOC/ACS-260	DND participation in	DND/DOC-420
federal income tax	FIN/CRT-760	<b>Ceremonies and memorials</b>	
<b>Capital income, taxation of</b>	ECC/CRA-015	planning/veterans	VAC/DVA-010
<b>Capital markets</b>		<b>Certification</b>	
Atlantic region	BOC/SEC-005	animal exports	DOA/FPI-020
developments in foreign countries	BOC/INT-220	films and videotapes	DOC/ACS-255
federal government	FIN/FIM-145	meat exports and imports	DOA/FPI-090
foreign	BOC/SEC-060	products and services	DSS/HSO-045
international	BOC/INT-210	seed potato exports	DOA/FPI-125
<b>Capital stock, manufacturing</b>		seed potatoes	DOA/FPI-115
statistics	STC/SCT-470	<b>Certification and testing</b>	
<b>Career-Access Program</b>	EIC/LMD-400	conformity of standards	SDC/NSB-010
<b>Career Assignment Program (CAP)</b>	PSC/MCP-070	<b>Chad</b>	
<b>Careers Canada</b>	EIC/EMP-445	Canadian aid	IDA/BFD-580
<b>Careers Provinces</b>	EIC/EMP-445	<b>Champlain Bridge</b>	
		administration	SLS/JCB-130
		<b>Chaplains</b>	
		penal institutions	CPS/CHA-265
		<b>Charitable organizations</b>	
		registration for taxation	RCT/LEG-060
		<b>Chartered banks see Banks</b>	
		<b>Charts see Maps and charts</b>	
		<b>Chemical engineering research</b>	NRC/DCH-175



Key Words	CoR No.	Key Words	CoR No.
<b>Chemical industry</b>		<b>Coal</b>	
records	STC/IND-335	beneficiation	NRC/DCH-175
<b>Chemical physics spectroscopy</b>	NRC/DCH-180	new technologies	EMR/CNP-235
<b>Chemical processes</b>		policies and programs	EMR/CNP-230
pollution sources	DOE/EPS-220	publications and correspondence	NEB/ESB-320
<b>Chemicals</b>		research files	NRC/ARL-055
environmental effects	DOE/EPS-275	resource development	EMR/DEX-045
hazards in the workplace	NHW/EHD-190	<b>Coast Guard</b>	
industrial hazards	OHS/ISS-005	fleet operation and maintenance	DOT/MFS-180
standards for food safety	OHS/TES-010	ice operations	DOT/MSR-190
toxic control	NHW/FDI-110	marine navigation aids	DOT/MTE-175
<b>Child Tax Credit</b>	DOE/EPS-300	search and rescue	DOT/MSR-185
financial policy	FIN/SPD-375	<b>Coastal and offshore engineering research</b>	NRC/DME-415
<b>Child Tax Exemption</b>		<b>Coffins</b>	
financial policy	FIN/SPD-375	tax remission	RCC/EPE-085
<b>Children</b>		<b>Coins</b>	
grants for research on	SHR/STR-075	advertising	RCM/CNP-035
product control for	CCA/BCA-075	and medallions	BOC/DED-300
veterans'/benefits and allowances	VAC/CPC-030	circulating, issue to banks of	RCM/MAM-085
<b>Children's diseases</b>		foreign, contracts for production of	RCM/INM-005
medical research awards	MER/PRO-005	Gold Maple Leaf Bullion	RCM/BRS-015
<b>Children's literature</b>		inventories and shipping	RCM/MAM-080
National Library collection	NLC/PSB-115	market research	RCM/MRD-010
prizes	CAC/ART-005	quality standards	RCM/QAA-095
<b>Chile</b>		striking and processing	RCM/CAM-050
Canadian aid	IDA/BMD-400	worn and mutilated	RCM/MAM-090
<b>China</b>		<b>Collective agreements</b>	
Canadian aid	IDA/BSD-335	federal and provincial	LAB/LDB-155
<b>Citizenship</b>		preventive mediation	LAB/MCB-075
courts	SSC/CCP-045	<b>Collective bargaining</b>	
registration and promotion	SSC/CCP-045	federal jurisdiction	CLR/OPS-005
<b>Citizenship Act of 1977</b>	SSC/CCP-045	formation of Crown Corporations	CLR/OPS-030
<b>Civil aviation</b>		industrial relations information	LAB/IRI-145
international	CTC/ATC-135	negotiations	LAB/MCB-060
legislation	CTC/ATC-175	research, federal industries	LAB/PPT-030
<b>Civil disorder</b>	SGC/PSB-035	settlements/statistics	LAB/LDB-160
<b>Civil Service Insurance Act</b>	INS/ADM-030	technological change	CLR/OPS-030
<b>Civilian War Pensions allowance</b>	VAC/VSB-045	terms and conditions of employment	CLR/OPS-035
<b>Civilians</b>		<b>Collective bargaining, public service</b>	
pensions for wartime service	VAC/CPC-035	application for certification	TBS/SRB-445
war pension allowances	VAC/WVA-010	appointment of a mediator	SRB/OMD-135
<b>Claims</b>		certification of bargaining agents	SRB/OSR-020
DND, by or against	DND/JAG-010	establishment of a conciliation board,	
native peoples	INA/ONC-365	requests for	SRB/OMD-140
native peoples/western arctic	INA/CPS-030	exclusions from bargaining units	TBS/SRB-445
native persons/research	NLC/PSB-105	information on public servants	SRB/PRB-010
<b>Classification of positions (standard class of records)</b>		request for a conciliator	SRB/OMD-130
see institution identifier with 919, if available, in chapter concerning relevant institution		revocation of certified bargaining agents	SRB/OSR-025
<b>Clemency</b>		<b>College and University Programs in Canada</b>	EIC/EMP-445
legal matters and statistics	NPB/NPB-010	<b>Columbia</b>	
Royal Prerogative of Mercy	NPB/NPB-020	Canadian aid	IDA/BMD-340
<b>Climatology</b>		<b>Combines</b>	
general	DOE/AES-455	general	CCA/BCP-110
<b>Clothing and footwear</b>		<b>Combines Investigation Act</b>	CCA/BCP-110
tax exemptions	RCC/EPE-085	hearings under	RTP/COM-005
<b>Clothing industry</b>	RCCE/EPE-085	interpretation	CCA/BCP-120
general	RIE/OIA-045	prosecutions under	CCA/BCP-115
<b>Clothing see Textiles and clothing</b>	TCB/AOP-005	<b>Combustion sources</b>	
		pollution	DOE/EPS-235
		<b>Commemoration and special events</b>	
		wars, memorials and pilgrimages	VAC/DVA-010
		<b>Commercial entry systems</b>	
		customs	RCC/CPE-345
		<b>Commercial goods</b>	
		entry assessment	RCC/CPE-330



Key Words	CoR No.	Key Words	CoR No.
<b>Commissioner of Official Languages</b> studies and reports	TBS/OLB-250	<b>Compensation</b> federal employees and prison inmates	LAB/OSH-235
<b>Commissions of Enquiry</b> RCMP	SGC/PSB-005	<b>Complaints</b> against RCMP	CMP/CID-085
<b>Commodity agreements</b> international	BOC/INT-210	anti-dumping	RCC/CPE-210
international policy	DEA/EFFB-070	banks	FIN/IGB-020
<b>Commodity and trade agreements</b> international	DEA/JCX-015	Canada Labour Code/labour standards	LAB/ERC-185
<b>Commodity coding</b> excise tax	RCC/EPE-045	consumer products, packaging and labelling	CCA/BCA-015
<b>Commodity taxes</b> FIN/TAC-740	FIN/TAC-740	consumer protection	CCA/BCA-045
<b>Common Services Review Board</b> TBS/APB-030	TBS/APB-030	customs operation	RCC/CPE-165
<b>Commonwealth</b> Canadian administration and funding of programs	IDA/MVP-145	food packaging	CCA/BCA-010
Canadian participation in programs and activities	DEA/IFB-120	fur garment making	CCA/BCA-020
policy and programs	FIN/IFD-630	inflation	FIN/FPD-075
<b>Commonwealth Agricultural Bureaux</b> DOA/RER-245	DOA/RER-245	injurious importation of subsidized goods	RCC/CPE-220
<b>Commonwealth Games</b> temporary entry to Canada for	EIC/IMM-090	labelling of electrical products	CCA/BCA-005
<b>Commonwealth Science Council</b> DOA/RER-245	DOA/RER-245	marketing practices	CCA/BCP-120
<b>Commonwealth War Graves Commission</b> VAC/VSB-035	VAC/VSB-035	patents	CCA/COA-100
<b>Communicable diseases</b> quarantine services	NHW/HAS-240	precious metals	CCA/BCA-020
<b>Communications (see also Telecommunications)</b> analog and digital systems	DOC/REC-130	products	CCA/BCA-075
behavioural research	DOC/REI-155	regarding telecommunications carriers	CRT/TEL-120
civil aviation	DOT/DFS-080	standard industrial classification	CCA/BCP-115
corporate affairs	CCA/BPC-155	textile labelling	CCA/BCA-025
DOC Information Services planning and management	DOC/PLS-070	unfair labour practices	CLR/OPS-010
extension of services	DOC/PLB-040	Urea Formaldehyde insulation	CCA/UFF-175
federal-provincial and regional relations	DOC/PLR-065	<b>Complexe Guy Favreu, Montréal</b> housing design	CMH/NOS-165
information technology research	DOC/REI-150	<b>Composers</b> statistics	STC/ECT-195
legislative processes and strategic planning	DOC/PLP-075	<b>Comprehensive Milk Marketing Plan</b>	CDC/COM-025
marine	DOT/MTE-175	<b>Comprehensive Tracking System</b>	EIC/INS-285
military systems development	DOC/REC-145	<b>Compressed Natural Gas (CNG)</b>	EMR/CNP-240
office automation	DOC/PLB-030	<b>Computer-aided design</b>	NRC/DEE-255
planning, development and information/ DIAND	INA/ADM-390	<b>Computer-aided learning</b>	NRC/DEE-275
relations with other nations	DOC/PLI-015	<b>Computer graphics research</b>	NRC/DEE-255
research program and policy planning	DOC/RER-185	<b>Computer image processing</b> art	NMC/NGD-170
security	SIS/DDS-015	<b>Computer modelling and simulation</b>	NRC/DME-395
space electronics	DOC/RES-165	<b>Computer services</b> role of banks	BOC/MFA-170
statistics	STC/SER-430	<b>Computer systems/services see EDP</b>	
technological trends and priorities	DOC/TIP-080	<b>Computerized information system</b> health and safety topics	OHS/ISS-005
technology, policies, programs and proposals	DOC/PLB-030	<b>Computerized information systems</b> EIC	EIC/SYS-555
<b>Communications Electronic Security (COMSEC)</b> program	DOC/SCS-280	<b>Computerized manufacturing</b> research in	NRC/DME-430
<b>Community health services</b> program development	NHW/HSD-265	<b>Conciliation and mediation</b> Canada Labour Code/industrial relations	LAB/MCE-050
<b>Community planning</b> scholarships	CMH/PDR-190	<b>Concrete</b> St. Lawrence Seaway	SLS/EMW-105
<b>Community residential centres</b> parole supervision	CPS/SCP-290	<b>Condominiums</b> sale of repossessed	CMH/ISO-155
<b>Community Resource Organization Program</b> (CROP)	CMH/PSO-055	<b>Conferences</b> federal policy and guidelines	TBS/APB-040
<b>Community services and facilities</b> native peoples	INA/IIA-090	housing	CMH/GCC-030
<b>Community Services Contribution Program</b> CMH/PDR-220	CMH/PDR-220	human rights	HRC/PPB-030
FIN/FPR-270	FIN/FPR-270	International Air Transport Association	CTC/ATC-140
		international labour	LAB/IRB-085
		international scientific	NRC/GEN-750
		NRC	NRC/EXE-020
		program evaluation	OCG/PEB-140
		social sciences and humanities, aid for	SHR/IRC-130
		<b>Conflict of interest</b> corporate affairs	CCA/DRG-165

Key Words	CoR No.	Key Words	CoR No.
<b>Congo</b>		<b>Consumer choice</b>	
Canadian aid	IDA/BFD-645	general information	CCA/BPC-125
<i>Connections; An Energy Strategy for the Future</i>	ECC/PAA-040	<b>Consumer credit markets</b>	BOC/MFA-125
<b>Conservation</b>		<b>Consumer feedback to business</b>	CCA/BCA-045
art on paper	NMC/NGE-215	<b>Consumer finance</b>	
artifacts, Museum of Man	NMC/MMA-480	survey	STC/HLD-055
Canadian Institute of	NMC/NPG-070	<b>Consumer help offices</b>	
energy	EMR/CNP-210	funding	CCA/BCA-035
energy and oil substitution	EMR/CRB-250	<b>Consumer loan companies</b>	
energy by federal departments	EMR/CRB-270	balance-sheet data	BOC/MFA-110
energy, federal government programs	EMR/CRB-280	reports and returns	BOC/MFA-150
energy in commercial, industrial,		<b>Consumer products</b>	
institutional and residential sectors	EMR/CRB-255	chemical and microbiological hazards	NHW/EHD-190
Gatineau Park	NCC/PAB-035	packaging and labelling	CCA/BCA-015
Museum of Man	NMC/MCC-540	precious metals and fur garment making	CCA/BCA-020
	NMC/MMB-510	radiation hazards	NHW/EHD-210
	NMC/MMD-570	textile labelling	CCA/BCA-025
	NMC/MME-600	<b>Consumer protection</b>	
	NMC/MMF-630	choice	CCA/BPC-125
	NMC/MMG-660	enforcement programs	CCA/BCA-040
Museum of Natural Sciences	NMC/NSD-390	investigations and prosecutions	CCA/BCA-040
	NMC/NSF-425	legislation and regulations	CCA/BPC-130
Museum of Science and Technology	NMC/MST-690	market intelligence, issues and projects	CCA/BCA-045
natural sciences specimens	NMC/NSC-365	product control	CCA/BCA-075
of artifacts	NMC/NPG-050	product safety	CCA/BCA-070
Ottawa Greenbelt	NCC/PRB-070	product testing	CCA/BCA-080
Restoration and Conservation Laboratory	NMC/NGA-100	refund return policies	CCA/BCA-045
technology transfer of energy conservation		<b>Contaminants control</b>	DOE/EPS-275
material	EMR/CNP-225	<b>Contraband and dangerous substances</b>	
transportation energy	EMR/CNP-240	penal institutions	CPS/OSD-360
works of art	NMC/NGD-195	<b>Contract administration</b>	
works of art, National Gallery	NMC/NGF-245	federal government	DSS/DCS-190
<b>Conservation and renewable energy</b>		<b>Contracting</b>	
demonstration agreements and programs		federal government	DSS/DCS-185
financial policy	FIN/ERP-400	<b>Contracts</b>	
regional operations	EMR/CRB-260	establishment of federal authority levels	TBS/APB-045
(CREDA/CREDP)	EMR/CNP-245	<b>Conveyor systems</b>	
<b>Constitutional Review Program</b>	SSC/CCP-070	government master specifications	PWC/PWC-020
<b>Construction and maintenance</b>		<b>Cooperation and liaison (standard class of records)</b>	
government liaison	NCC/SEC-010	see institution identifier with 904, if	
Ports Canada facilities	CPC/POR-010	available, in chapter concerning relevant	
<b>Construction industry</b>		institution	
capital expenditures statistics	STC/SCT-475	<b>Cooperative credit associations</b>	
current investment indicators	STC/SCT-480	general information	FIN/FIM-150
federal government	PWC/PWC-025	<b>Cooperative housing see Non-profit and cooperative housing</b>	
housing standards	CMH/NOS-170	<b>Copyright</b>	
human resource planning	EIC/LMD-360	authors' and designers' works	CCA/COA-095
international aid	IDA/RVP-745	museum publications	NMC/CMS-020
NCC projects	NCC/SEC-020	National Gallery publications	NMC/NGD-180
negotiations with	EIC/LMD-360	policy development	DOC/ACC-245
plans for St. Lawrence Seaway	SLS/ESB-110	research	CCA/BPC-145
relocation for St. Lawrence Seaway	SLS/ESB-060	<b>Copyright Act</b>	CCA/COA-095
St. Lawrence Seaway	SLS/ESB-090	<b>Cordilleran Geology</b>	
statistics	STC/IND-370	activities, management and operations	EMR/GSC-390
union transactions	EIC/LMD-360	<b>Cornwall Canal see St. Lawrence Seaway</b>	
<b>Construction materials</b>		<b>Corporate analysis</b>	
remission of sales and excise tax	RCC/EPE-085	case studies	FIN/CFD-507
taxable status	RCC/EPE-030	liaison with business and financial	
<b>Consular operations</b>		communities	FIN/CFD-505
Canadian	DEA/SFB-195	<b>Corporate finance</b>	
<b>Consular policy</b>		general information	FIN/CFD-520
Canadian	DEA/SFB-190	quarterly reporting	FIN/CFD-515
<b>Consumer advocacy and representation programs</b>	CCA/BCA-030		



Key Words	CoR No.	Key Words	CoR No.
<b>Corporate taxes</b>		<i>(continued)</i>	
assessment of returns	RCT/PSB-140	unsolved	CMP/RSU-220
<b>Corporations</b>		<b>Crime reporting</b>	
general information	CCA/COA-090	records	STC/CCJ-140
income tax	FIN/CRT-765	<b>Criminal Code</b>	
quarterly financial reports	FIN/CFD-515	prosecutions in Northwest and Yukon Territories	JUS/JUS-005
taxation data	STC/IOF-435	research	LRC/LRS-015
<b>Corporations and Labour Unions Returns Act (CALURA)</b>		review	SGC/PSB-015
financial data	LAB/LDB-150	<b>Criminal courts</b>	
<b>Correctional Investigator</b>	STC/IOF-440	statistics	STC/CCJ-130
liaison	CPS/IGB-125	<b>Criminal histories</b>	CMP/IDD-105
<b>Correctional services</b>		<b>Criminal intelligence services</b>	
policies of	OCI/CIN-025	against organized crime	CMP/OPD-280
staffing	SGC/POL-070	<b>Criminal Intelligence Services Canada</b>	CMP/CIS-095
statistics	STC/CCJ-125	<b>Criminal justice system</b>	
<b>Corrections</b>		correctional matters	NPB/NPB-005
general operations of	NPB/NPB-005	diversion	SGC/POL-090
issues	SGC/POL-075	information	SGC/POL-085
<b>Corrosion Control Program</b>	NEB/PEO-065	issues	SGC/POL-075
<b>Cosmetics</b>	NHW/DDI-135	public attitudes	SGC/POL-110
Health and Welfare field activities	NHW/FOD-215	special offenders	SGC/POL-115
<b>Cost-of-living</b>		<b>Criminals</b>	
statistics	STC/PRI-415	personal histories	CMP/OPD-330
<b>Cost-shared programs</b>		<b>Crop Damage Prevention Program</b>	DOA/SDM-365
expenditure reductions	FIN/FPR-240	<b>Crop insurance</b>	
financing	FIN/FPR-225	stabilization of costs	FIN/EDD-490
National Capital Region	NCC/SEC-020	<b>Crops</b>	
<b>Costa Rica</b>		advance payments	DOA/MAE-255
Canadian aid	IDA/BMD-360	demonstration farm	DOA/PFA-545
<b>Countervailing duties</b>		improvement of quality and production efficiency	DOA/RDB-420
complaints	RCC/CPE-220	insurance	DOA/SDM-355
policies and procedures	RCC/CPE-240	loss assistance programs	DOA/SDM-360
<b>Courier control</b>	RCC/CPE-305	new varieties and production practices	DOA/RDB-425
<b>Courts martial</b>	DND/JAG-035	protection from pests	DOA/RER-210
<b>Credit</b>		quality and production efficiency	DOA/RER-225
guarantees	ECC/PAA-070	research in processing	NRC/PBI-565
market structure programs	CCA/BPC-135	statistics	STC/AGR-450
submissions analysis and research/support groups	BDB/FLS-040	wheat crop loss	DOA/SDM-370
<b>Credit unions</b>		<b>Crown corporations</b>	OCG/PDB-085
balance-sheet data	BOC/MFA-110	administration and financial management	FIN/CCD-535
Inspector General of banks	FIN/IGB-005	administration, financial management, programs	TBS/PRB-570
payment systems	BOC/MFA-155	analysis of plans, budgets, legislation concerning	TBS/PRB-565
reports and returns	BOC/MFA-150	Economic Council	ECC/CRA-020
<b>Cree/Naskapi (see also Native peoples)</b>		investments management	RIE/BSP-185
economic development/Québec	INA/CPS-025	monitoring in energy area	EMR/EPS-200
<b>Crew lists and manifests</b>		privatization	FIN/CCD-540
regulations and procedures	EIC/IMM-070	privatization of	TBS/PRB-560
<b>Crime</b>		task force on legislation	FIN/CCD-545
commercial	CMP/CID-045	Transport Canada	DOT/COD-025
community prevention schemes	CMP/OPD-270	<b>Crown investments</b>	
criminal intelligence services	CMP/OPD-265	general/DRIE	RIE/BSP-180
customs infringements	CMP/CIS-095	<b>Crown lands see Canada Lands; Land</b>	
identification of criminals	RCC/CPE-155	<b>Crown projects</b>	TBS/APB-105
index services	CMP/IDD-105	<b>Crown property</b>	
information on organized crime	CMP/OPD-330	surplus	PWC/PWC-085
international	CMP/CID-075	<b>Cults</b>	
international, Interpol	CMP/FSD-015	RCMP criminal intelligence service	CMP/OPD-280
offences of travellers entering Canada	CMP/CID-080	<b>Cultural activities</b>	
organized, RCMP intelligence services	RCC/CPE-285	library services	NLC/ADM-025
prevention through identification services	CMP/OPD-280	statistics	STC/ECT-195
records of offences	CMP/OPD-335		
studies	STC/CCJ-140		
taxation investigations	SGC/POL-080		
	RCT/PSB-235		



Key Words	CoR No.	Key Words	CoR No.
<b>Cultural exchanges</b> museums, programs	CAC/ART-010 NMC/NPG-075	<b>Customs and excise</b> access, privacy and human rights administration	RCC/CAE-440 RCC/CAE-430 RCC/CPE-395 RCC/CAE-435 RCC/CPE-315
<b>Cultural expenditures, federal</b>		audit and evaluation	
<b>Cultural industries</b> statistics	STC/ECT-190	automated systems	
<b>Cultural initiatives</b>	CAC/ART-020	automated systems, maintenance and development	RCC/CPE-325 RCC/CPE-320
<b>Cultural Initiatives Program</b> applications for financial support	DOC/ACS-265	automated systems, testing	RCC/CPE-355
<b>Cultural organizations</b> financial support	DOC/ACS-265	conditional release	RCC/CPE-360
records	STC/ECT-185	data capture	RCC/CPE-330
<b>Cultural property see Arts</b>		entry and amendment systems	RCC/CAE-445
<b>Cultural relations</b> policy	DEA/SFB-160	international representation	RCC/CPE-375
with other countries	DEA/SFB-155	legislative affairs	RCC/CPE-400
<b>Culture</b>		management analysis	RCC/CPE-405
Canadian cultural agencies	DOC/ACA-230	management systems	RCC/CPE-390
federal-provincial and regional relations	DOC/PLR-065	planning	RCC/CAE-410
financial policy	FIN/SPD-370	planning analysis	RCC/CAE-415
industry associations and policy issues	DOC/ACF-220	planning coordination	CMP/CID-050
international liaison	DOC/PLI-020	RCMP enforcement program	CMP/OPD-275
native peoples/Inuit	INA/NAP-180	Release Minimum Documentation	RCC/CPE-355
resource and policy planning, DOC	DOC/ACL-215	tax and non-tax revenue	RCC/CAE-420
sociocultural impact studies	DOC/ACP-240	<b>Customs and Excise Offshore Application Act</b>	RCC/CPE-260
<b>Culture and recreation</b> National Capital Region	NCC/PAB-040 NCC/PAB-050	<b>Customs ports</b> hours of service, special service	RCC/CPE-340
<b>Currency</b> Act	FIN/FAD-185	<b>Customs Tariff Act</b> analytical service	RCC/CAE-425
Bank of Canada	FIN/FIM-155	<b>Customs Tariff and Canadian International Trade     Classification (CITC)</b>	RCC/CPE-380
used notes	BOC/DED-300		
<b>Customs</b> administration of tariffs and duties	FIN/IER-595		
air passenger control	RCC/CPE-290	<b>D</b>	
airport inspection	RCC/CPE-290	<b>Dairy commission</b> administrative policies	CDC/COM-015
border points of entry	RCC/CPE-280	Canadian Milk Supply Management Committee	CDC/COM-025
brokers, information	RCC/CPE-135	consultative committee	CDC/COM-020
brokers, licensing and control	RCC/CPE-340	liaison with federal and provincial agencies	CDC/COM-010
cargo control	RCC/CPE-265	market research and product promotion	CDC/MOP-100
carrier control	RCC/CPE-260	policy development and consultation with federal and provincial agencies	CDC/PEC-030
collections and accounts	RCC/CPE-255	rules of procedure	CDC/COM-005
commercial entry systems	RCC/CPE-345	<b>Dairy producers</b>	CDC/SOP-035
criminal offences	RCC/CPE-285	<b>Dairy products</b> export assistance to farmers, payment of	CDC/MOP-090
detection of prohibited goods	RCC/CPE-300	export, import, interprovincial movement, regulation of	DOA/FPI-055
duties, drawbacks and refunds	RCC/CPE-195	grading, standards and labelling	DOA/FPI-045
importation of goods through postal system	RCC/CPE-295	inspection and monitoring	DOA/FPI-060
information, complaints	RCC/CPE-165	inventories held by the Commission	CDC/MOP-085
infringements, profile of high-risk individuals or organizations	RCC/CPE-155 RCC/CPE-155	licensing of dealers and brokers	DOA/FPI-050
intelligence data	RCC/CPE-160	market research	CDC/MOP-100
internal operations	RCC/CAE-425	milk and cream production	CDC/SOP-045
legislation, analytical service	RCC/CPE-365	registration of processing plants	DOA/FPI-050
legislation enacted at frontier	RCC/CPE-280	transport	CDC/MOP-080
passenger entry processing	RCC/CPE-310	<b>Dams</b> Gardiner and Qu'Appelle Rivers	DOA/PFA-525
processing of international mail	EIC/IMM-095	St. Lawrence Seaway	SLS/ESB-095
regulations, interpretation of	FIN/TAR-675	<b>Dancers</b> statistics	STC/ECT-195
tariffs and trade	RCC/EPE-005		
tax rulings	RCC/CPE-265		
warehouse control			
<b>Customs Act</b> audits and investigations	RCC/CPE-150		
historical data	RCC/CPE-375		

Key Words	CoR No.	Key Words	CoR No.
<b>Dangerous goods</b>		<b>Defence, national (see also Armed Forces)</b>	
ships/shipping	DOT/MSS-230	ammunition and explosives	DND/AMD-700
transportation	DOT/TDG-035	communications and electronics	DND/MCE-325
<b>David Florida Laboratory</b>	DOC/TII-115	communications electronics systems	DND/WEE-660
<b>Daycare services</b>		data processing, automated	DND/MSD-780
review of departmental submissions for	TBS/PPB-305	department administration	DND/ESD-055
<b>De Haviland Aircraft of Canada</b>	FIN/CFD-530	development and coordination of policies	DEA/IFB-130
<b>Deaths</b>		expenditures	DND/DPB-130
coding	STC/HLT-105	financial administration	DND/FSB-765
registries	STC/HLT-095	internal audits, DND	DND/FSB-770
<b>Debentures and shares</b>			DND/FSB-770
banks	FIN/IGB-035	international operations	DND/PPB-140
<b>Debts</b>		land mine warfare	DND/MEO-315
consumer	BOC/MFA-125	logistic contingency plans	DND/RSD-745
maintenance of registers	BOC/PDD-315	machinery, vehicles, engines	DND/WEE-655
public accounting for	BOC/PDD-330	management consulting services, DND	DND/MSD-775
retirement of, Government of Canada		management information systems	DND/MSD-785
securities	BOC/PDD-325	mapping and charting	DND/MEO-310
<b>Decentralization, Task Force Team on</b>	TBS/PRB-545	metric conversion	DND/RDP-755
<b>Decorations, medals</b>		military communications, development of	DOC/REC-145
veterans	VAC/DVA-005	military construction	DCL/OPR-005
<b>Defence</b>		planning	DND/DPB-125
DRIE programs	RIE/OIA-035	policy and planning	DND/MSD-790
industry and trade	DEA/TFB-045	strategic assessment	DND/PPB-135
nuclear, biological, chemical	DND/MPO-295	strategic studies	DND/ORA-150
research on structures and materials for		use of DND facilities	DND/IPC-120
industry	NRC/NAE-490	weapons systems	DND/WEE-650
<b>Defence, air</b>		<b>Demography</b>	
anti-submarine warfare	DND/ADO-280	general	STC/DEM-030
equipment requirements	DND/ADO-285	trends	EIC/SPP-700
flight information	DND/ADO-255	<b>Demography and human settlements</b>	
flights over Canada	DND/ADO-270	international aid	IDA/RVP-795
meteorology	DND/ADO-260	<b>Dental health</b>	
North American	DND/ADO-230	promotion and review	NHW/HSD-295
operations	DND/ADO-235	<b>Dental services</b>	
training	DND/ADO-290	prison inmates	CPS/HCO-330
<b>Defence, land</b>		veterans	VAC/VSF-040
British training exercises in Canada	DND/LDO-215	<b>Deportation of persons illegally in Canada</b>	EIC/IMM-080
colonel commandant appointments	DND/LDO-220	<b>Deposit insurance</b>	
colonel of the regiment appointments	DND/LDO-225	assessment and collection of premiums	CDI/MIS-015
command and control systems	DND/LDO-205	CDIC accounting	CDI/MIS-020
instructional material	DND/LDO-210	CDIC operational planning	CDI/MIS-025
organization	DND/LDO-200	CDIC real estate assets	CDI/MIS-025
<b>Defence, maritime</b>		inspection of member institutions	CDI/MIS-010
auxiliary fleet	DND/MDO-170	legal services	CDI/LEG-030
command and control systems	DND/MDO-180	supervision of member institutions	CDI/MIS-005
contingency operations	DND/MDO-195	<b>Deregulation of selected industries</b>	TBS/APB-195
correspondence	DND/MDO-185	<b>Design</b>	
operations	DND/MDO-190	housing	CMH/NOS-165
			CMH/PDR-235
		NCC projects	NCC/DEB-025
		scientific equipment	NRC/DME-425
		St. Lawrence Seaway	SLS/ESB-085
		<b>Design and construction</b>	
		federal government	PWC/PWC-025
		<b>Designers</b>	
		copyright	CCA/COA-095
		<b>Detention orders</b>	
		excise	RCC/CPE-135

Key Words	CoR No.	Key Words	CoR No.
<b>Developing countries (see also Assistance, international development)</b>		<i>(continued)</i>	
Africa, regional aid	IDA/BCD-565	Nigeria	IDA/BCD-490
agricultural and food projects	DOA/SDM-390	OECD studies and decisions	IDA/YVP-015
Angola	IDA/BCD-540	Pakistan	IDA/BCD-290
Bangladesh	IDA/BCD-270	Peru	IDA/BMD-355
Bénin	IDA/BFD-660	Philippines	IDA/BCD-305
Bolivia	IDA/BMD-350	planning, economic and social development	IDA/YVP-080
Botswana	IDA/BCD-455	research projects	IDR/CPD-035
Burkina Faso	IDA/BFD-585	role of women	IDA/YVP-095
Burma	IDA/BCD-325	Rwanda	IDA/BFD-640
Burundi	IDA/BFD-670	Sao-Tome-Principe	IDA/BFD-685
Canadian policy on family planning and population control	IDA/MVP-150	Senegal	IDA/BFD-590
Cape Verde Islands	IDA/BFD-605	Sierra Leone	IDA/BCD-495
Central African Republic	IDA/BFD-680	Somalia	IDA/BCD-500
Chad	IDA/BFD-580	South East Asia	IDA/BCD-310
China	IDA/BCD-335	South Pacific	IDA/BCD-315
CIDA and NGOs/aid	IDA/SVP-220	specific projects	IDA/AVP-100
CIDA contacts	IDA/SVP-240	specific projects of companies	IDA/SVP-255
Columbia	IDA/BMD-340	Sri Lanka	IDA/BCD-285
Congo	IDA/BFD-645	storage, marketing and consumption food policies	IDA/YVP-035
Consultative Group on International Agricultural Research (CGIAR)	IDA/MVP-155	Sudan	IDA/BCD-555
Costa Rica	IDA/BMD-360	Swaziland	IDA/BCD-515
Ecuador	IDA/BMD-345	Tanzania	IDA/BCD-520
Egypt	IDA/BCD-550	Thailand	IDA/BCD-300
El Salvador	IDA/BMD-365	Togo	IDA/BFD-655
energy	IDA/YVP-060	Tunisia	IDA/BFD-620
Ethiopia	IDA/BCD-560	Turkey	IDA/BCD-295
forestry development and management	IDA/YVP-045	Uganda	IDA/BCD-525
Gabon	IDA/BFD-665	UN and international agencies	IDA/YVP-010
Ghana	IDA/BCD-465	World Bank/Canadian aid	IDA/MVP-215
Guatemala	IDA/BMD-370	World Food Day	DOA/SDM-405
Guinea-Bissau	IDA/BFD-600	Zaire	IDA/BFD-650
Guinea, Republic of	IDA/BFD-675	Zambia	IDA/BCD-530
Honduras	IDA/BMD-375	Zimbabwe	IDA/BCD-535
housing	IDA/YVP-040	<b>Development assistance</b>	
human resource inventories	IDA/RDG-710	Canadian industries	RIE/XRO-335
human resources/CIDA	IDA/YVP-050	foreign	FIN/IFD-620
incentives for investment	IDA/MVP-130	international	FIN/IFD-625
India	IDA/BCD-275	international communications	FIN/IFD-660
Indonesia	IDA/BCD-330	United Nations	IDA/RVP-790
Industrial cooperation	IDA/AVP-105		FIN/IFD-670
industrial cooperation	IDA/SVP-260	<b>Dairy products</b>	
industrial cooperation/private sector	IDA/AVP-110	levies on farmers for export costs	CDC/SOP-060
INGOs projects/CIDA grants	IDA/SVP-245	payment of subsidies for milk and cream shipments	CDC/SOP-055
international organizations/CIDA	IDA/SVP-265	promotion	CDC/MOP-100
Ivory Coast	IDA/BFD-615	purchase information of the Commission	CDC/MOP-070
Kenya	IDA/BCD-470	sales information of the Commission	CDC/MOP-065
Lesotho	IDA/BCD-475	skim milk used as animal feed	CDC/MOP-095
Malagasy Republic	IDA/BFD-630	storage facilities	CDC/MOP-075
Malawi	IDA/BCD-480	subsidies for milk and cream shipments, regulations on	CDC/SOP-050
Malaysia	IDA/BCD-320	<b>Diplomatic and consular posts</b>	
Mali	IDA/BFD-570	abroad	DEA/FGB-025
management skills	IDA/SVP-235	<b>Diplomatic privileges and immunities</b>	
Maritius Island	IDA/BCD-485	foreign and Canadian representatives	DEA/XDX-005
Mauritania	IDA/BFD-595	<b>Diplomatic representatives</b>	
mining and mineral resources	IDA/YVP-055	accreditation and appointment	DEA/XDX-005
Morocco	IDA/BFD-625	<b>Disability (medical)</b>	
Mozambique	IDA/BCD-545	determination of for Canada Pension Plan benefits	NHW/ISP-380
Namibia	IDA/BCD-510		
Nepal	IDA/BCD-280		
Nicaragua	IDA/BMD-380		
Niger	IDA/BFD-575		



Key Words	CoR No.	Key Words	CoR No.
<b>Disabled and handicapped persons</b>		<b>Drugs</b>	
advocacy	SSC/CCP-080	adverse reactions	NHW/CDC-175
aids for, research on	NRC/DEE-280	control policies of psychoactive	NHW/CDC-160
aids for	NRC/DEE-290	criminal justice system	SGC/POL-085
Blind persons Act	NHW/ISP-395	enforcement	RCC/CPE-300
Canada Assistance Plan	NHW/ISP-395	Health and Welfare field activities	NHW/FOD-215
children	NHW/HSD-275	law enforcement	CMP/OPD-290
communications services	DOC/PLB-040	licensing of biological	NHW/DDI-145
disability database	STC/HLT-110	monitoring and use of narcotics	NHW/DDI-150
	STC/HLT-110	penal institutions	CPS/OSD-360
employment	EIC/EMP-475	policy and regulation governing	
housing access standards	CMH/PDR-195	prescription	NHW/DDI-130
housing rehabilitation standards	CMH/PSO-090	pricing	CCA/BPC-135
increased participation in public service	TBS/PPB-320	RCMP enforcement	CMP/CID-055
library services	NLC/PSB-100	registration and safety of non-prescription	NHW/DDI-125
pensions to veterans	VAC/CPC-020	safety and effectiveness of veterinary drugs	NHW/DDI-140
prosthetic services	NHW/HAS-230		
prosthetics research	NRC/PEE-280	<b>Duties and taxes (see also Income tax; Excise</b>	
reduced wages	LAB/ERC-225	<b>tax; Sales tax)</b>	
sign-language services	SSC/OLP-015	air transportation	RCC/EPE-080
student loans	SSC/ESP-010	audits	RCC/EPE-125
transportation	DOT/COD-020	computation	RCC/EPE-015
voluntary organizations	SSC/CCP-060	countervailing duties	RCC/CPE-220
women	ASW/RES-005	drawbacks, refunds, remissions	RCC/CPE-140
		exemptions and refunds	RCC/EPE-035
<b>Disarmament (see also Nuclear energy)</b>		fuel, rebate	RCC/EPE-055
policy and positions	DEA/IFB-125	imported goods	RCC/CPE-145
UN Non-proliferation Treaty on Nuclear		international	FIN/IER-590
Weapons	AEC/FCM-145	interpretations	RCC/EPE-120
<b>Discovery train</b>		investigation of fraud	RCC/EPE-070
Museum of Man	NMC/MME-590	marginal manufacturing	RCC/EPE-080
	NMC/NPG-060	natural gas and gas liquids	RCC/EPE-080
<b>Discrimination</b>		policies and procedures for collection of	RCC/EPE-110
general information	HRC/CCB-015	policies for collection of	RCC/EPE-040
native peoples	INA/CPS-045	postal regulations on imported goods	RCC/CPE-295
public service	PSC/AIB-015	remissions (customs and excise)	RCC/CPE-190
women at work	ASW/RES-015	specific company files	RCC/EPE-015
<b>Diseases</b>		strategy, appeals and adjudications	RCC/EPE-090
classification	STC/HLT-105	taxable status	RCC/EPE-030
epidemiological information	NHW/CDC-165	valuation of imported goods	RCC/CPE-215
exotic, dangerous, communicable/			
international	NHW/HAS-240	<b>Duty-free shops</b>	
in the workplace, statistics	OHS/TES-030	regulations	RCC/CPE-270
registries	STC/HLT-095	regulations, policy, information	RCC/CPE-275
<b>Displaced persons</b>			
policy on admission to Canada	EIC/IMM-125		
<b>Distilleries</b>		<b>E</b>	
excise audits	RCC/EPE-045	<b>Earth physics</b>	
excise duties	RCC/EPE-075	general	EMR/PHB-320
monitoring of excise duty	RCC/EPE-115	<b>Earth sciences</b>	
monthly revenue reports	RCC/EPE-100	research	EMR/DEX-005
<b>Divorce</b>		resource management	EMR/DEX-010
Canadian statistics	JUS/JUS-040	<b>Earthquakes</b>	
registries	STC/HLT-095	monitoring	EMR/PHB-345
women and law	ASW/RES-025	predictions	EMR/PHB-325
<b>Dominican Republic</b>		<b>Easements, granting of</b>	
Canadian aid	IDA/BMD-405	National Capital Region	NCC/PRB-055
<b>Dominion and ordinance lands</b>		<b>Ecatour maps</b>	DOA/CFS-630
management	DOE/PKS-010	<b>Eclipses, research on</b>	NRC/CCS-155
<b>Dominion Astrophysical Observatory</b>	NRC/HIA-350	<b>Ecological research</b>	DOE/ECS-160
<b>Draft dodgers, EIC policy on</b>	EIC/IMM-065	<b>Econometrics</b>	
<b>Drawbacks and refunds</b>		background studies programs	BOC/MFA-140
customs duties	RCC/CPE-195	Canadian economy	STC/ECA-275
<b>Drought-proofing</b>		computerized model	ECC/CRA-010
financial and technical assistance	DOA/PFA-555		
<b>Drought reduction, Western</b>	DOA/PFA-510		

Key Words	CoR No.	Key Words	CoR No.
<b>Economic activities</b>		<b>Economics</b>	
adjustment and adaptation	ECC/CRA-035	developments in foreign countries	BOC/INT-220
Canada and U.S.	BOC/RES-080	federal organizations dealing with	
conditions in industry	LAB/EIR-125	international questions	BOC/INT-215
corporate affairs research	CCA/BPC-145	general outlook	BOC/RES-085
effects of Canadian policies	FIN/SPA-090	international, industrial and regional	
effects of foreign policies	FIN/SPA-090	analysis	BOC/RES-095
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Government of Canada policies	BOC/SEC-075	quantitative methods and data	BOC/RES-090
in foreign countries/ international		supply and demand studies	BOC/RES-085
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international and domestic relations	DEA/EFEB-080	analysis	FIN/EAD-110
international trade sanctions	FIN/IER-550	analysis of government assistance	FIN/CFD-530
issues	ECC/CRA-030	Canadian econometric model	RIE/POL-240
market analysis	DSS/HSO-005	effects of energy policies	FIN/SPA-085
outlooks and forecasts/energy policies	EMR/DEX-025	energy policies, analysis	EMR/EPS-165
policy development	RIE/PPA-025	federal-provincial relations	FIN/FPR-200
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United Nations	FIN/IFD-665	international relations	FIN/IER-550
United States impact on Canada	FIN/EAD-115		FIN/IER-560
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<b>Economic Commission for Europe (ECE)</b>	FIN/SPA-100	macroeconomic models	FIN/EFD-135
Committee on Housing, Building and		past and present conditions in Canada	FIN/EAD-120
Planning	CMH/ODS-300	policy analysis	FIN/FAD-195
<b>Economic commissions</b>		quarterly forecasts	FIN/EFD-130
policies and programs	FIN/IFD-665	regional analysis	FIN/EAD-125
<b>Economic councils</b>		short-term analysis	RIE/POL-255
policy	FIN/EDD-430	social policies	FIN/SPA-105
<b>Economic development</b>		<b>Ecotoxicology research</b>	NRC/BSC-095
Canadian industries	RIE/NSP-360	<b>Ecuador</b>	
in the north	INA/NAP-270	Canadian aid	IDA/BMD-345
international/Canadian policy	DEA/EFEB-090		
native peoples	INA/IIA-110		
	RIE/NED-325		
native peoples/Québec	INA/CPS-025		
Newfoundland	ECC/PAA-100		
policy	FIN/EDD-430		
regional policy	FIN/EDD-430		
social planning	IDA/YVP-080		
social within specific sectors	IDA/YVP-030		
support to native communities	INA/IIA-125		
Western	ECC/PAA-050		
<b>Economic Geology</b>		<b>EDP</b>	
activities, management and operations	EMR/GSC-360	accounting/corporation tax and gasoline	
<b>Economic review</b>		excise tax returns	RCT/PSB-280
1980	ECC/PAA-095	banking	FIN/IGB-040
1981	ECC/PAA-085	Correctional Service Canada	CPS/ADP-160
1982	ECC/PAA-065	Department of Finance	FIN/EFD-140
1983	ECC/PAA-060	individual returns processing	RCT/PSB-275
1984	ECC/PAA-045	installations, policies and procedures for,	
1985	ECC/CRA-005	EIC	EIC/SYS-565
		internal operations (CMHC)	CMH/FMI-290
		internal production system (CMHC)	CMH/FMI-285
		internal resource management (CMHC)	CMH/FMI-295
		internal security (CMHC)	CMH/FMI-285
		internal services (CMHC)	CMH/FMI-275
		internal technical planning and support	CMH/FMI-280
		operation and administration	RCT/PSB-270
		regional delivery of income security	
		programs	NHW/ISP-370
		Revenue Canada, Taxation	RCT/PSB-265
		standards and procedures Statistics Canada	STC/CLS-515
		Standards Program federal government	DSS/MOS-170
		system development and maintenance/	
		taxation	RCT/PSB-295
		system documentation/taxation	RCT/PSB-290
		systems support, EIC	EIC/SYS-560
		technology evaluation, Statistics Canada	STC/CLS-510
		training section Statistics Canada	STC/CLS-505

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<b>Education</b>		<b>Electric power, northern</b>	
Canadian studies support	SSC/CCP-085	commission, operations of	NCP/OEB-010
CIDA contributions	IDA/SVP-230	construction and improvement projects	NCP/OEB-055
cooperative	EIC/EMP-460	distribution lines	NCP/OEB-025
elementary and secondary, statistics	STC/ECT-165	equipment and supplies	NCP/OEB-035
federal-provincial cost-sharing	FIN/FPR-220	hydraulic structures and facilities	NCP/OEB-040
financial assistance for official language training	SSC/OLP-030	hydro sites	NCP/OEB-020
financial records	STC/ECT-175	marketing of	NCP/CPA-005
Indian and Inuit people	INA/IIA-105	production and water treatment	NCP/OEB-045
international activities	SSC/ESP-005	transportation of materials	NCP/OEB-050
international aid	IDA/RVP-780	<b>Electric power plants</b>	
market structure	CCA/BPC-135	St. Lawrence Seaway (Eastern Region)	SLS/EME-055
native peoples in the north	INA/NAP-190	St. Lawrence Seaway (Western Region)	SLS/EMW-055
post-secondary payments to provinces and territories	SSC/ESP-005	<b>Electrical equipment</b>	
post-secondary, statistics	STC/ECT-170	general	RIE/MEE-125
post-secondary student loans	SSC/ESP-010	records	STC/IND-350
prison inmates, academic	CPS/ETD-170	<b>Electrical fires, accidents and failures, investigations of</b>	NRC/DEE-250
prison inmates, training	CPS/ETD-165	<b>Electrical products</b>	
prison inmates, vocational	CPS/ETD-185	labelling of	CCA/BCA-005
projections and analysis	STC/ECT-180	<b>Electricity</b>	
<b>Egg hatcheries and processing plants</b>		tax rulings	RCC/EPE-005
inspection and registration	DOA/FPI-035	<b>Electricity and gas</b>	
<b>Egypt</b>		inspection	CCA/BPC-130
Canadian aid	IDA/BCD-550	inspection regulations, metric conversion standards, registration applications	CCA/BCA-055
<b>EHF technology trials on Olympus satellite</b>	DOC/TIA-085	<b>Electricity fuels</b>	
<b>Eighteenth Annual Review</b>	ECC/PAA-085	statistics	STC/IND-315
<b>El Salvador</b>		<b>Electromagnetic engineering research</b>	NRC/DEE-260
Canadian aid	IDA/BMD-365	<b>Electron physics research</b>	NRC/DEE-265
<b>Elderly persons see Seniors</b>			NRC/DMS-460
<b>Elections</b>		<b>Electronic funds transfer</b>	
Armed Forces electors	DND/JAG-025	market structure	CCA/BPC-135
<b>Electric power</b>		<b>Electronic office systems, field trials on</b>	DOC/TIA-100
certificates, licences, orders for lines	NEB/OOS-095	<b>Electronic structure of metals and alloys, research in</b>	NRC/DMS-450
conferences	NEB/EPB-170	<b>Electronic surveillance</b>	
construction, applications for lines	NEB/SSB-085	authorization	SGC/PSB-025
construction of international power lines	NEB/EPB-160	<b>Electronics and aerospace</b>	
export licences	NEB/OOS-095	general	RIE/ELA-130
export licences, applications for	NEB/SSB-085	<b>Elizabeth Fry Society</b>	
failures	NEB/EPB-150	relationship with CSC	CPS/SCP-280
financial policy	NEB/EPB-175	<b>Emergencies</b>	
general	FIN/ERP-390	atomic, planning activities	AEB/PAB-210
generated by nuclear power, financial policy	FIN/ERP-390	contingency planning in peacetime	SGC/PSB-020
generation, St. Lawrence Seaway	EMR/CNP-215	crop loss assistance	DOA/SDM-360
inspection of meters on international lines	FIN/ERP-395	energy allocation planning	EMR/ESB-155
liaison with transmission companies	SLS/ESB-095	health and welfare services	NHW/HAS-255
liaison with US departments	NEB/EPB-165	international relief	IDA/YVP-025
parliamentary enquiries	NEB/EPB-170	military or civil	DND/MPO-300
policy planning	NEB/EPB-180	national agency for allocation of energy	EMR/ESB-145
research in industry	NEB/SSB-090	oil allocation	NEB/OIL-195
resource development	NEB/OOS-105	oil supply demand restraint	EMR/ESB-150
projects and studies	EMR/EPB-185	petroleum supplies allocation	EMR/ESB-135
standing panel files for lines	NRC/DEE-285		EMR/ESB-140
statistics	EMR/DEX-045		DOE/EPB-285
transmission of	NEB/EPB-155		PWC/PWC-010
			AEB/FCM-160
			NHW/HAS-225



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<b>Emergency planning</b>		<i>(continued)</i>	
agricultural products, inspection and regulation of	DOA/SDM-385	National Job Bank	EIC/EMP-435
Correctional Service Canada	CPS/OSD-370	native people	PSC/SPB-040
EIC operations	EIC/SEC-050		PSC/SPB-055
federal policy	TBS/APB-140	native people, programs for	EIC/EMP-465
internal, DRIE	RIE/EMP-160	northern Canada	INA/NAP-280
penal institutions/contingency plans	CPS/OSD-355	Outreach Program	EIC/EMP-440
petroleum allocation	EMR/DEX-030	penal institution inmates	CPS/ETE-150
St. Lawrence Seaway	SLS/CPB-005	PLACE	EIC/EMP-450
telecommunications	DOC/SME-205		
Transport Canada	DOT/DSE-065	policies of federally and provincially regulated employers	HRC/CCB-020
<b>Emission standards</b>		policy development of programs	FIN/SPD-295
motor vehicles	DOT/DTS-275	policy on services and programs	EIC/EMP-425
<b>Employees' rights</b>		practices/special programs	HRC/CCB-025
labour practices	CLR/OPS-010	publications	EIC/EMP-445
safety in the work place	CLR/OPS-020		EIC/EMP-450
<b>Employers</b>		research, training and administration for disadvantaged persons	EIC/EMP-490
terms and conditions of work	CLR/OPS-035	staffing of overseas agricultural projects	DOA/SDM-395
UI premium reductions, granting and control of	EIC/NSB-610	summer	EIC/EMP-460
unemployment insurance premium reductions	EIC/INS-165	Summer Employment Experience Development (SEED)	EIC/LMD-415
unfair labour practices	CLR/OPS-010	support services	EIC/EMP-445
<b>Employment and staffing (standard class of records)</b>		systems supporting administration of client services	EIC/SYS-510
see first, institution identifier with 920, if available, in chapter concerning relevant institution		systems supporting administration of development programs	EIC/SYS-500
<b>Employment</b>		systems supporting administration of training programs	EIC/SYS-505
affirmative action	EIC/EMP-485	systems supporting control activities	EIC/SYS-525
assessment of services and programs	EIC/SPP-675	tax credit	FIN/SPD-295
assessment of special needs programs	EIC/SPP-685	terms and conditions	CLR/OPS-035
assistance to textile, clothing, footwear and tanning industries	EIC/LMD-350	training and educational programs	EIC/EMP-445
Canada-Mexico trainee exchanges	EIC/EMP-460	unlawful work stoppage	CLR/OPS-015
Canada Works Program	EIC/LMD-395	women	ASW/RES-030
Career-Access Program	EIC/LMD-400		EIC/EMP-470
CHOICES	EIC/EMP-445	Work Orientation Workshops (WOW)	EIC/LMD-415
cooperative education	EIC/EMP-460	working conditions survey group	LAB/LDB-175
counselling and testing	EIC/EMP-450	youth	SSC/CCP-065
development policies	EIC/LMD-390	youth, programs for	EIC/EMP-460
disabled persons	EIC/EMP-475	<b>Employment and benefit EDP systems, support for</b>	EIC/SYS-530
disadvantaged persons	EIC/EMP-480	<b>Employment and compensation</b>	
earnings reporting system, automated	EIC/INS-245	statistics	STC/LAB-075
enquiries, guidelines	EIC/EMP-420	<b>Employment and insurance technological systems</b>	EIC/SYS-535
enquiries, NRC	NRC/EXE-005	<b>Employment computer centres, regional</b>	
equality of opportunity	EIC/EMP-475	regional computer centres	EIC/SYS-520
health services for employees	OHS/TES-015	<b>Enemy assets</b>	
hirings, automated system for reporting	EIC/INS-250	custody of	DSS/MOS-150
hirings, manual system for reporting	EIC/INS-240	<b>Enerdemo Canada Program</b>	EMR/CNP-230
improvement of employability of disadvantaged persons	EIC/EMP-480	<b>Enerdemo Program</b>	EMR/CNP-245
Indian communities	INA/IIA-115		
interdepartmental programs	EIC/LMD-345		
international exchange programs	EIC/EMP-460		
Job Corps Program	EIC/LMD-405		
job-search techniques	EIC/EMP-450		
layoffs and terminations	LAB/ERC-210		
leave and pay information	LAB/ERC-215		
legislation	EIC/SEC-035		
levels, future	EIC/SPP-635		
Local Employment Assistance Development	EIC/LMD-410		
monitoring and assessing of services and programs	EIC/EMP-495		

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<b>Energy (see also Atomic energy; Nuclear energy)</b>	
alternate policies and programs	EMR/CNP-230
Canadian content in projects	NEB/ECB-255
Canadian ownership regulations	EMR/PNA-115
certificates, licences, orders	NEB/OOS-095
commission, operations of northern	NCP/OEB-010
conservation, federal buildings	PWC/PWC-055
conservation equipment, tax rulings	RCC/EPE-005
conservation equipment, tax exemptions	RCC/EPE-085
conservation housing	CMH/CTS-340
conservation policy	EMR/DEX-035
conservation of non-petroleum sources	EMR/CNP-210
conservation policies	EMR/CRB-255
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Crown corporation monitoring	EMR/EPS-200
development of coal resources	EMR/CNP-235
economic effects of policies	FIN/SPA-085
economic research material	ECC/PAA-040
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emergency agency for regulation and control	EMR/ESB-145
emergency allocation planning	EMR/ESB-155
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emergency planning	EMR/ESB-140
environmental assessment	EMR/EVA-060
federal department conservation	EMR/CRB-270
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federal policy	EMR/EPS-160
financial analysis	EMR/EPS-190
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financial policy	FIN/ERP-425
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industrial policies and programs	EMR/CRB-275
international aid	IDA/RVP-730
international issues	DEA/JCX-015
international policy	DEA/EFFB-095
international relations	EMR/EPS-195
	FIN/IER-585
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macroeconomic analysis	EMR/EPS-165
macroeconomic forecasts	NEB/ECB-245
market analysis	EMR/EPS-175
non-petroleum sources	EMR/DEX-045
northern, marketing of	NCP/CPA-005
parliamentary enquiries	NEB/OOS-105
policy	EMR/DEX-020
policy, Canadian ownership	EMR/PNA-110
policy, economic outlook	EMR/DEX-025
policy planning	EMR/EPS-185
proposed projects	NEB/ECB-260
public correspondence on programs	EMR/DEX-040
published material on renewable	NEB/ESB-305
regional operations, conservation and renewable energy	EMR/CRB-260
renewable resources	EMR/DEX-035
renewable/financial policy	FIN/ERP-400
renewable/general	EMR/CNP-245
renewable/published material on	NEB/ESB-305
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research and development	EMR/CAB-450
	EMR/CNP-210
	EMR/DEX-040
	EMR/RDO-545
	EMR/RDO-550
	NRC/DEN-295
statistical reports	NEB/ESB-300
statistics	EMR/EPS-180
	STC/INO-270
statistics; electricity and minerals	STC/IND-315
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	NEB/ECB-250
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supply, surpluses, reserves	NEB/ECB-275
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technology transfer of conservation	
material	EMR/CNP-225
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utilization in food production	DOA/RER-205
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appeal of decisions	NEB/LAW-125
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legal service, internal	NEB/LAW-110
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<b>Energy Conservation and Oil Substitution Program</b>	EMR/CRB-250
<b>Energy from the Forest Biomass Conversion (ENFOR)</b>	EMR/CNP-245
<b>Energy Monitoring Act</b>	EMR/EPS-205
<b>Energy, physical</b>	
research	NRC/BSC-105
<b>Energy physics research, high</b>	NRC/DPH-525
<b>Energy Security Act</b>	EMR/EPS-160
<b>Energy Supplies Allocation Board (ESAB)</b>	EMR/ESB-135
	EMR/DEX-030
<b>Energy Supplies Emergency Act</b>	EMR/ESB-135
<b>Enforcement Information Index</b>	EIC/IMM-080
<b>Enforcement procedures</b>	
import and export	RCC/CPE-380
<b>Engine research</b>	NRC/DME-400
<b>Engineering (see also Science and engineering)</b>	
assistance to other government departments	SLS/ESB-070
occupational health and safety	EMR/CGA-095
research grants	SER/GSA-015
<b>Engineering geology</b>	
St. Lawrence Seaway	SLS/EMW-100
<b>Engineers, aircraft maintenance and flight</b>	
licensing	DOT/DIC-105
<b>Entertainment</b>	
product control	CCA/BCA-075
<b>Entry Test Package</b>	RCC/CPE-320
<b>Entry to Canada</b>	
denial of	EIC/IMM-105

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<b>Environment</b>		<b>Excise</b>	
agricultural protection practices	DOA/RER-210	cargo control	RCC/CPE-265
Arctic	EMR/EVA-060	carrier control	RCC/CPE-260
atmospheric research	DOE/AES-310	drawbacks	RCC/EPE-075
chemical and microbiological hazards	NHW/EHD-190	duty	RCC/EPE-075
contaminants research	NRC/BSC-095	duty on alcohol, tobacco	RCC/EPE-075
cooperation	NEB/ERW-050	implementation of collection of duties and taxes	RCC/EPE-110
emergencies	DOE/EPs-285	licensing	RCC/EPE-025
energy and mineral policy	EMR/EVA-060	monitoring licensees	RCC/EPE-075
financial policy	FIN/ERP-405	monitoring of licensees	RCC/EPE-115
international policy	DEA/EFEB-095	performance measurement systems/internal planning	RCC/EPE-105
legal activities	DEA/JCX-010	regional field operations	RCC/EPE-095
market structure	CCA/BPC-135	tax rulings	RCC/EPE-135
northern, conservation of	NCP/OEB-030	warehouse control	RCC/EPE-005
oil and gas operations/marine and coastal areas	INA/NAP-335		RCC/CPE-265
oil and gas spills contamination	NEB/ERW-045	<b>Excise Act</b>	FIN/TAC-740
program activities and objectives	DOE/ECS-100	<b>Excise Gasoline Tax</b>	
protection agreement	FIN/IER-580	claimant information	RCC/EPE-050
protection/marine oil and gas operations	EMR/CGA-075	refund claims	RCC/EPE-050
protection, Armed Forces	DND/CPB-715	<b>Excise secretariat</b>	
protection of the Canadian north	INA/NAP-235	monthly revenues collected	RCC/EPE-100
protection facilities planning	CPS/EAP-045	<b>Excise tax (see also Sales tax; Duties and taxes; Taxes)</b>	
protection of national parks	DOE/PKS-040	application for licence	RCC/EPE-110
protection planning, assessment and policy	DOE/EPs-290	audits	RCC/EPE-045
public appreciation	DOA/CFS-630	diplomatic returns	RCC/EPE-100
studies in the north	INA/NAP-245	exemptions and refunds	RCC/EPE-035
toxicology research	IDR/ISD-025	policies for collection of special	RCC/EPE-040
<b>Environmental Assessment and Review Process (EARP)</b>	EMR/DEX-005	Tariff Board decisions	FIN/TAC-755
<b>Environmental Studies Revolving Fund (ESRF)</b>	INA/NAP-245	taxpayers' information	RCC/EPE-035
<b>Epidemiology</b>		<b>Excise Tax Act</b>	RCC/EPE-110
research and control	NHW/CDC-165	<b>Excise Tax Act Exhibitions</b>	FIN/TAC-740
<b>Equalization and Tax Collection agreements</b>		agricultural	DOA/COM-335
federal-provincial	FIN/FPR-205	Armed Forces	DND/ISD-060
<b>Equalization formulae</b>		Canadian historical art	NMC/NGB-120
provinces	FIN/FPR-210	corporate affairs	CCA/BPC-155
<b>Equalization payments</b>	ECC/PAA-080	discovery train	NMC/NPG-060
<b>Equipment and supplies (standard class of records)</b>		information on Ottawa exhibitions	NMC/NGB-125
see institution identifier with 909, if available, in chapter concerning relevant institution		international	DEA/SFB-180
<b>ESA Communications Program</b>	DOC/TIA-085	international, museums	NMC/NPG-075
<b>Escapes</b>		library services	NLC/ADM-020
penal institutions	CPS/PSD-405	loans from Museum of Man	NMC/MCC-555
<b>Espionage</b>	SGC/PSB-035	loans, Museum of Man	NMC/MMB-525
<b>ESR spectroscopy, research in</b>	SIS/DDs-010		NMC/MMD-585
<b>Ethiopia</b>	NRC/DCH-200	mint	NMC/MME-615
Canadian aid	IDA/BCD-560	Museum of Man	RCM/PUR-025
<b>Ethnic organizations</b>			NMC/MCC-530
immigrant adjustment	EIC/IMM-130		NMC/MMA-470
<b>Eurocurrency</b>	BOC/INT-210		NMC/MMB-500
<b>European Atomic Energy Committees (EURATOM)</b>	EMR/CNP-220		NMC/MMD-560
<b>European Economic Community (EEC)</b>	BOC/INT-225		NMC/MME-590
energy relations	EMR/EPs-195		NMC/MMF-620
relations	FIN/IER-560		NMC/MMG-650
<b>Exchange Fund Account</b>	BOC/INT-180	Museum of Natural Sciences	NMC/NSA-315
<b>Exchange rates</b>			NMC/NSB-330
foreign currency	BOC/INT-190		NMC/NSC-350
official	FIN/FAD-185		NMC/NSE-400
value of the Canadian dollar	BOC/INT-260	Museum of Science and Technology	NMC/NSF-415
		Museum of Science and Technology, loans	NMC/NSG-445
		museum, policy	NMC/MST-680
		museumobiles	NMC/MST-695
			NMC/CMS-010
			NMC/NPG-045



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museums, permanent, travelling and special	NMC/NGA-090	<b>Export/import</b>	
National Gallery	NMC/NGC-140	cosmetics	NHW/DDI-135
	NMC/NGD-165	electricity and gas	CCA/BCA-055
	NMC/NGE-205	energy statistics	EMR/EPS-180
	NMC/NGF-235	oil and gas	FIN/IER-580
	NMC/NGG-275	release of commercial goods	RCC/CPE-335
	NMC/NGH-295	statistics	STC/INT-410
NRC	NRC/EXE-020	<b>Expositions</b>	
travelling, applications for insurance on	DOC/ACS-270	temporary admission to Canada for	EIC/IMM-090
<b>Exploration</b>		<b>Expropriation</b>	
policy development/northern Canada	INA/NAP-285	federal powers	LRC/LRS-050
Yukon and Northwest Territories	INA/NAP-300	federal requirements, National Capital	NCC/PRB-055
<b>Explorations Program</b>		Region	
activities	CAC/EXP-065	<b>Extradition</b>	
applications	CAC/EXP-070	prosecutions	JUS/JUS-005
<b>Explosives</b>			
accidents and hazards at DND	DND/AMD-695		
Armed Forces	DND/AMD-700	<b>F</b>	
authorization and testing	EMR/XPB-515		
licences	EMR/XPB-530	<b>Fair price and value surveys</b>	RCC/EPE-015
manufacture and production	EMR/XPB-520	<b>Fair Wages and Hours of Labour Act</b>	
permissions	EMR/XPB-535	regulations	LAB/ERC-180
permits	EMR/XPB-540	<b>Family</b>	
public and worker safety	EMR/XPB-510	grants for research on	SHR/STR-075
research and development	EMR/CAB-450	planning	NHW/HSD-280
safety certificates	EMR/XPB-520	planning, Canadian policy	IDA/MVP-150
safety standards	EMR/XPB-525	statistics	STC/NFS-025
testing	EMR/XPB-510	<b>Family Allowance (see also Income security</b>	
testing and research	EMR/CAB-455	programs)	
<b>Export (see also Export/import)</b>		financial policy	FIN/SPD-375
agricultural and food products	DOA/MAE-275	regional delivery/EDP systems	NHW/ISP-370
agriculture, fish, and food products	DEA/TFB-035	regional operations/accounts	NHW/ISP-375
assistance to dairy farmers	CDC/MOP-090	<b>Family courts</b>	
atomic energy equipment control	AEC/FCM-125	statistics	STC/CCJ-145
Canadian Commercial Corporation	CCC/CCC-005	<b>Family expenditures</b>	
controls, international policy	DEA/EFEB-060	expenditure statistics	STC/HLD-045
credits and guarantees	FIN/IFD-660	<b>Farm appraisal</b>	
cultural property	CPE/CPI-005	system and benchmarks	FCC/ADM-020
development assistance and information	DEA/TFB-030	<b>Farm credit</b>	
development assistance programs	FIN/IFD-625	resource allocation	FIN/EDD-480
development policy and programs	FIN/IFD-635	<b>Farm Credit Act</b>	
development policy, planning and liaison	DEA/TFB-055	lending policy	FCC/ADM-010
development/science, technology, space and		loan administration	FCC/ADM-090
communications industries	DEA/TFB-050	<b>Farm dealerships</b>	
development/special issues	DEA/TFB-030	taxable status	RCC/EPE-030
excise permits	RCC/CPE-135	<b>Farm Improvement Loans</b>	FIN/GFD-780
investigation information	RCC/CPE-235	<b>Farm Improvement Loans Act</b>	DOA/RDB-465
meat products, certification of	DOA/FPI-090	<b>Farm Syndicates Credit Act</b>	
oil exporters' surpluses, deployment of	BOC/INT-210	lending policy	FCC/ADM-015
permits, cultural property	DOC/ACS-275	loan administration	FCC/ADM-085
permits, DND	DND/RDP-750	<b>Farmers</b>	
prices and classifications/foreign offices	RCC/CPE-245	business practices and production	
refund of customs duties	RCC/CPE-195	management advice	DOA/RDB-470
seed potatoes	DOA/FPI-125	farm improvement loans	DOA/RDB-465
trade development	RIE/POL-245	Western, provision of supplemental grazing	
trade relations	DEA/EFEB-110	land for	DOA/PFA-510
<b>Export and Import Permits Act</b>			
administration	DEA/EFEB-110		

Key Words	CoR No.	Key Words	CoR No.
<b>Farming (see also agriculture)</b>		<i>(continued)</i>	
chattel mortgages	FCC/ADM-115	contract administration	DSS/DCS-190
collection procedures/Farm Credit Corporation	FCC/ADM-105	contracting	DSS/DCS-185
financial assistance	FCC/ADM-080	contracts/policy and labour conditions	LAB/ERC-190
financial model	FCC/ADM-075	controls on information collection	TBS/APB-135
housing for veterans	VAC/VLA-090	cost-sharing reductions	FIN/FPF-240
income and prices statistics	STC/AGR-455	Crown projects	TBS/APB-105
loan accounts	FCC/ADM-120	decentralization	TBS/PRB-545
loans to native peoples	FCC/ADM-125	departmental submissions to the Treasury Board	TBS/SEC-015
management research and case studies	FCC/ADM-040	deregulation of selected industries	TBS/APB-195
management services for veterans	VAC/VLA-115	design and construction	PWC/PWC-025
real estate mortgages	FCC/ADM-110	EDP Standards Program	DSS/MOS-170
research and finances	FCC/ADM-050	employee compensation	LAB/OSH-235
resource allocation	FIN/EDD-480	evaluation of programs and policies	TBS/PRB-540
special programs documentation	FCC/ADM-035	expenditure planning	FIN/FPD-055
statistical information	FCC/ADM-055	expenditures on social programs	FIN/SPD-385
survey reports	FCC/ADM-070	expropriation powers	LRC/LRS-050
technical information	FCC/ADM-060	Federal Identity Program, policy concerning	TBS/APB-050
<b>Farms</b>		finances	FIN/GFD-775
demonstration farm	DOA/PFA-545	financial administration of specific programs	DSS/MOS-125
Ottawa Greenbelt	NCC/PRB-070	financial analysis	DSS/FAS-095
property leasing, National Capital Region	NCC/PRB-065	financial management programs	TBS/PRB-555
<b>Federal activities assessment</b>		fiscal policies	FIN/SPA-095
pollution control	DOE/EPS-295	foreign assistance	FIN/IFD-620
<b>Federal agencies</b>		frauds and corruption	CMP/OPD-270
powers and procedures/sanctions	LRC/LRS-010	fund-raising campaigns	DSS/FAS-115
<b>Federal Economic Development Coordinators (FEDC)</b>		incentives to industry	FIN/EDD-440
general	EMR/CRB-260	industrial development	FIN/EDD-445
operations	RIE/ORD-320	industrial development policy	FIN/EDD-435
<b>Federal energy management</b>		industrial security	DSS/FAS-105
conservation programs	EMR/CRB-270	information on foreign aid/CIDA	IDA/YVP-005
<b>Federal government (see also Public service)</b>		information on media and public opinion of	DSS/CUI-195
access to records and personal information, policy on	TBS/APB-120	information systems and technology	TBS/APB-150
accommodation	PWC/PWC-040	internal retailing	DSS/ROS-060
	TBS/APB-095	inventory management	DSS/ROS-050
accounting administration, internal	DSS/MOS-130	legal advice/opinions	JUS/JUS-015
administration of departments and agencies	TBS/PRB-555	liaison, CMHC	CMH/GCC-025
administration, organization and management		maintenance of federal buildings	PWC/PWC-065
administrative policy	TBS/PRB-525	management consultant services	DSS/MOS-155
advertising programs	TBS/APB-025	materiel management, policy on	TBS/APB-065
assessment of regulatory initiatives	DSS/CUI-205	moveable assets control	DSS/ROS-065
assistance to private sector	TBS/APB-175	northern development of non-renewable resources	INA/NAP-315
audits	FIN/CFD-510	parliamentary Estimates	TBS/PRB-550
audits, operational	DSS/FAS-120	pay administration	DSS/ROS-070
banking	DSS/MOS-135	pay deductions	DSS/FAS-110
billing	DSS/MOS-140	payroll stuffers	DSS/FAS-110
bond issues and foreign financing	DSS/FAS-100	personnel data for the central agencies	DSS/ODD-175
bonds, securities and treasury bills	FIN/FIM-175	personnel data systems	DSS/MOS-160
budget	FIN/FIM-165		DSS/MOS-165
budgets	FIN/FPD-055	physical security in federally controlled structures	PWC/PWC-075
cabinet documents, analysis of economic content of	FIN/TPL-710	pledge forms	DSS/FAS-110
Canadian development assistance programs		policies	TBS/PRB-530
capital markets	TBS/PRB-535	printing services	DSS/HSO-030
census information on social programs	FIN/IFD-625	product specifications	DSS/HSO-040
central accounting	FIN/FIM-145	project management	DSS/HSO-015
central inventory of information	NHW/PPI-075	property inventories	PWC/PWC-060
collective agreements	DSS/MOS-145	public money	DSS/MOS-140
communications policies	TBS/APB-155	publicity and promotion	DSS/HSO-035
conference policy and guidelines	LAB/LDB-155	real property, policy on management of federal records	TBS/APB-070
contingency fund	TBS/APB-035		PAC/FAD-015
contingency planning against threats to government structure	TBS/APB-040		
	TBS/PRB-550		
	SGC/PSB-020		

Key Words	CoR No.	Key Words	CoR No.
<i>(continued)</i>		<b>Federal-provincial</b>	
repair and maintenance management	DSS/HSO-025	agreements on estate and gift taxes	FIN/FPR-275
representation on housing authority boards	CMH/ODS-305	business management training	BDB/MTS-065
requirements definition	DSS/DCS-180	cost-sharing	FIN/FPR-225
research on management services	TBS/APB-060	emergency health and welfare plan	NHW/HAS-255
risk management	TBS/APB-075	employment and immigration	EIC/SEC-035
safety in federal structures	PWC/PWC-070	energy	FIN/ERP-425
science policy	FIN/EDD-460	finances	FIN/FPR-200
security equipment	CMP/PRO-160	financial conferences	FIN/FPR-235
security screening of employees	CMP/IDD-105	fiscal arrangements	FIN/FPR-205
security systems	CMP/PRO-165	grants	FIN/FPR-230
service bureau program	DSS/STP-210	health	NHW/11A-060
services supporting department programs,		highway projects	DOT/DSH-255
policies on	TBS/APB-085	housing authority boards	CMH/ODS-305
shipping management	DSS/HSO-020	housing costs	CMH/PSO-050
ships operated by	DOT/MFS-180	housing plans	CMH/NOS-165
statistical records	STC/PUI-220	housing programs	CMH/PDR-210
supply methods	DSS/HSO-010	immigration policies	EIC/IMM-120
surplus properties	PWC/PWC-085	immigration policies and procedures	EIC/IMM-065
telecommunications policy	FIN/EDD-465	international activities	DEA/SFB-205
telephone referral services	DSS/STP-215	international bridges and tunnels	DOT/DSH-265
warehousing	DSS/ROS-055	labour relations	LAB/SPF-120
<b>Federal government employees (see also Public servants)</b>		land assembly	CMH/PSO-085
acts and regulations concerning policy on	TBS/PPB-280	land sales	CMH/ISO-145
data from central agency information		marketing liaison	FPM/FPM-005
systems	TBS/PPB-425	national economy	FIN/EAD-125
efficient use of	TBS/PPB-365	oil and gas negotiations	FIN/ERP-420
foreign service working conditions	TBS/PPB-345	post-secondary education	FIN/FPR-220
insurance benefit programs	TBS/PPB-375	public housing	CMH/GCC-010
isolated locations	TBS/PPB-350	social housing	CMH/GCC-045
pension schemes	TBS/PPB-380	taxes	FIN/FPR-285
pensions and insurance	TBS/PPB-370	trade development	FIN/TAC-740
personnel policy systems	TBS/SRB-510		RIE/POL-250
personnel records in the PMIS	TBS/PPB-405	<b>Federal Records Centres</b>	PAC/FRC-160
planning	TBS/PPB-330	<b>Federal statutes</b>	
policy committees	TBS/PPB-285	general enforcement of	CMP/OPD-305
policy concerning	TBS/PPB-275	infractions against, prosecutions	JUS/JUS-005
review of policies and practices	TBS/PPB-295	<b>Federal-territorial</b>	
seminars concerning	TBS/PPB-290	agreements and arrangements	INA/NAP-175
statistics and surveys on policy matters	TBS/SRB-505	oil and gas program	INA/NAP-320
training policy	TBS/PPB-335	<b>Feed</b>	
women, Natives, disabled and visible		compliance with regulations	DOA/FPI-145
minorities	TBS/PPB-300	skim milk powder used as	CDC/MOP-095
<b>Federal Housing Action Program (FHAP)</b>		<b>Feed Freight Assistance Adjustment Fund</b>	DOA/RDB-475
program evaluation	CMH/PDR-225	<b>Fellowships</b>	
<b>Federal Identity Program</b>	PWC/PWC-080	Bora Laskin National Fellowship in	
	TBS/APB-050	Human Rights Research	SHR/FEL-240
<b>Federal Income Tax Act</b>		health sciences	MER/PRB-070
federal information	FIN/TPL-715	health sciences research	MER/PRB-075
<b>Federal industries</b>		industrial	SER/GSA-030
collective bargaining research	LAB/PPT-030	science and engineering research	SER/GSA-025
<b>Federal land management</b>	PWC/PWC-050	social sciences and humanities research	SHR/FEL-210
<b>Federal-municipal</b>			SHR/FEL-215
finances	FIN/FPR-245		SHR/FEL-220
regional equalization payments	FIN/FPR-270		SHR/FEL-230
<b>Federal Propane Vehicle Grant Program</b>	EMR/CNP-240		SHR/FEL-235
<b>Federal property</b>		US National Institute of Health/	
leasing, Ottawa Greenbelt	NCC/PRB-070	international research	MER/PRB-110
negotiation and management	NCC/PRB-055	welfare research	NHW/WGD-410
		<b>Female Employees Equal Pay Act</b>	
		regulations	LAB/ERC-180
		<b>Female offenders</b>	
		special programs	CPS/SCP-310
		<b>Ferry service</b>	
		subsidies	DOT/DWD-280



Key Words	CoR No.	Key Words	CoR No.
<b>Fertilizer</b>		<i>(continued)</i>	
compliance with regulations	DOA/FPI-150	Federal Business Development Bank	
<b>Festival of Spring</b>	NCC/PAB-040	accounts	BDB/FLS-030
<b>Festivals</b>		federal management	OCG/PDB-115
film	CFD/ADM-020	federal organizations dealing with	
<b>Fibre optics</b>	NFB/COM-010	international economics	BOC/INT-215
applied research	DOC/REC-140	federal-provincial equalization	FIN/FPR-205
<b>Fibre science, research in</b>	NRC/DCH-240	foreign exchange contacts	FIN/FPR-210
<b>Film and video</b>		foreign exchange market	BOC/INT-200
English language production and		foreign exchange reserves	BOC/INT-190
marketing	NFB/EPB-025	foreign exchange transactions	BOC/INT-175
French language production and marketing	NFB/FPB-030	government banking	BOC/INT-185
processing and technology	NFB/SED-035	Government of Canada borrowings	BOC/DED-290
sound recording	NFB/SED-040	Government of Canada clearings and	
statistical records	STC/ECT-190	redemptions	BOC/PDD-305
<b>Film industry</b>		information on non-financial private sector	BOC/DED-295
grants	CAC/MAS-085	interest rates	BOC/MFA-115
<b>Films</b>		internal, Canadian Film Development	BOC/MFA-130
agricultural	DOA/COM-335	Corporation	CFD/ADM-005
archival, acquisition of	PAC/FTS-035	internal, information	DEA/EFB-085
archival, enquiries concerning	PAC/FTS-040	international	FIN/IGB-050
archival, general information on	PAC/FTS-030	international, Canadian and foreign	
archival, retention of	PAC/FTS-045	initiatives	FIN/SPA-100
assistance	CFD/ADM-020	international capital markets	BOC/INT-210
Canadian content, policies on	DOC/ACS-260	International Monetary Fund	BOC/INT-230
certification applications	DOC/ACS-255	international organizations	BOC/INT-225
co-production treaties	CFD/ADM-010	international payments system	BOC/MFA-165
conferences and special projects	NFB/COM-015	international programs	FIN/IFD-615
distribution and marketing	CFD/ADM-025	international relations	FIN/IFD-605
festivals, awards and special events	NFB/COM-010	international, statistics	FIN/IFD-610
industry support	CFD/ADM-020	intervention	BOC/INT-195
NFB special projects	NFB/COM-020	money market activity	BOC/SEC-010
policies concerning film industry	DOC/ACF-220	mortgage markets	BOC/MFA-120
production	CFD/ADM-015	non-bank intermediaries	BOC/MFA-110
technical support	NFB/SED-045	payment of interest	BOC/PDD-320
technology and equipment	NFB/SED-055	payment systems, Canadian institutions	BOC/MFA-155
visual effects	NFB/SED-050	primary distributors	BOC/SEC-015
<b>Finance (standard class of records)</b>		primary distributors, statistics	BOC/SEC-020
see first, institution identifier with 914, if		Quebec Youth Allowances	BOC/SEC-025
available, in chapter concerning relevant		security markets	FIN/FPR-215
institution		special studies	BOC/SEC-020
<b>Finance</b>		surveys, reports and returns	BOC/SEC-070
accounting for the public debt	BOC/PDD-330	<b>Finance and loan companies</b>	BOC/MFA-150
balance of payments	BOC/INT-240	general information	FIN/FIM-150
	BOC/INT-245	<b>Financial administration evaluation, federal</b>	OCG/PDB-095
	BOC/INT-250	<b>Financial assets and liabilities</b>	
	BOC/INT-255	persons and unincorporated business	BOC/MFA-115
	BOC/INT-265	<b>Financial community</b>	
Bank for International Settlements	BOC/INT-235	liaison with government	FIN/CFD-505
Bank of Canada accounting records	BOC/COM-340	<b>Financial conferences</b>	
banking services to central banks	BOC/INT-270	federal-provincial	FIN/FPR-235
capital markets, Atlantic region	BOC/SEC-005	<b>Financial developments</b>	
chartered banks analyses	BOC/MFA-105	Canada	FIN/FAD-190
Customs	RCC/CPE-160	<b>Financial flows</b>	
customs	RCC/CPE-395	statistics	STC/IFE-245
dead loan file, FBDB	BDB/FLS-035	<b>Financial flows and forecasting</b>	BOC/MFA-135
developments in foreign countries	BOC/INT-220		
developments in the U.S.	BOC/MFA-145		
domestic payment system	BOC/MFA-160		
econometric analysis	BOC/MFA-140		
economic history	BOC/SEC-075		
Exchange Fund Account	BOC/INT-180		
exchange rates and market analysis	BOC/INT-260		
Farm Credit Corporation	FCC/ADM-075		
farm loan accounts	FCC/ADM-120		

Key Words	CoR No.	Key Words	CoR No.
<b>Financial institutions</b>		<b>Fish and fisheries</b>	
administrative arrangements with the Bank of Canada	BOC/PDD-335	agreements	DEA/JCX-010
general information	FIN/FIM-150	conservation and protection	DFO/PFF-030
international	INS/OPS-005	departmental program evaluation	DFO/PPP-050
taxation data	FIN/IFD-640	developmental programs	DFO/AFS-005
<b>Financial management programs</b>	FIN/IFD-645	federal-provincial relations	DFO/PPP-055
<b>Financial markets</b>	STC/IOF-435	habitat protection	DFO/PFF-025
Canada	TBS/PRB-555	habitat research	DFO/PFF-020
<b>Financial planning</b>	FIN/FAD-190	in national parks	DOE/ECS-140
balance of payments	FIN/FIM-160	inspection of fish products	DFO/MIF-070
federal government	FIN/FAD-180	international aid	IDA/RVP-765
provincial and local governments	FIN/FPD-055	international trade relations	DFO/MIF-065
special projects	FIN/FPD-060	labour market development	EIC/LMD-370
<b>Financial planning and management</b>	FIN/SPA-080	management, conservation, protection	DFO/AFS-015
Canada Mortgage and Housing Corporation	CMH/FMI-240	marketing	FIN/EDD-495
NCC	CMH/FMI-245	marketing policies and strategies	DFO/MIF-060
<b>Financial policy</b>	NCC/FAB-090	native peoples	INA/IIA-065
Customs and excise	RCC/CAE-420	northern	NCP/OEB-030
<b>Financial reports</b>		Pacific region salmonids	DFO/PFF-035
Federal Business Development Bank	BDB/FLS-005	policy and development	FIN/EDD-495
<b>Financial transactions</b>		product inspection	DFO/MIF-070
federal	OCG/PDB-075	research	DFO/AFS-010
<b>Financing abroad</b>		services to fishermen	DFO/AFS-005
government	FIN/FIM-175	socioeconomic research	DFO/PPP-045
<b>Financing and contracting</b>		strategic policy and planning	DFO/PPP-040
Canadian Commercial Corporation	CCC/CCC-005	<b>Fisheries Improvement Loans</b>	FIN/GFD-780
<b>Financing, business</b>		<b>Fishing Vessel Assistance Program</b>	DFO/FAA-095
investment and venture capital	BDB/FLS-045	<b>Fishing Vessel Insurance Plan</b>	DFO/FAA-095
loans, guarantees and other	BDB/FLS-020	<b>Fishing vessels</b>	
loans, investments and guarantees	BDB/FLS-025	construction	DFO/FAA-095
sources other than Federal Business Development Bank	BDB/FLS-015	insurance	DFO/FAA-095
<b>Financing Confederation; Today and Tomorrow</b>	ECC/PAA-080	subsidies and loans	DFO/FAA-095
<b>Financing, domestic</b>		<b>Fitness</b>	
general	BOC/SEC-050	financial and technical support	NHW/FAS-420
Government of Canada loans	BOC/SEC-055	<b>Flags, military</b>	DND/DOC-425
<b>Financing, foreign</b>		<b>Flight operations</b>	
Government of Canada loans	BOC/SEC-060	Transport, Canada	DOT/FSD-090
<b>Fingerprint examiner</b>	SGC/PSB-010	<b>Flight research</b>	NRC/NAE-470
<b>Fingerprinting</b>		<b>Flight rules</b>	
adults, juveniles	CMP/IDD-105	geographical mapping	EMR/SMB-415
identification services	CMP/OPD-335	<b>Flight safety, Armed Forces</b>	DND/FSD-095
<b>Fire Commissioner of Canada</b>	PWC/PWC-035	<b>Flood control</b>	
<b>Firearms</b>		Assiniboine River	DOA/PFA-540
registration	CMP/IDD-110	damage reduction	DOE/ECS-180
repair and maintenance	CMP/DEP-255	<b>Fluid-particle technology research</b>	NRC/DCH-175
<b>Fireworks</b>		<b>Fluorescence and phosphorescence, research in</b>	NRC/DCH-230
authorization and testing	EMR/XPB-515	<b>Fluoride research</b>	NRC/BSC-105
<b>First World War Campaign Stars</b>		<b>Flying clubs</b>	
issue and replacement	VAC/DVA-005	operations	DOT/DIC-095
<b>Fiscal policy</b>		<b>Food (see also Meat products)</b>	
effects of federal governments	FIN/SPA-095	additives/safety	NHW/FDI-110
impact of government	FIN/FPD-065	awareness of nutrition practices	NHW/HPD-310
<b>Fiscal services</b>		consumer protection	CCA/BCA-045
government banking	BOC/INT-270	content and date marking	CCA/BCA-010
		cooperatives and marketing boards	DOA/MAE-280
		drug residues in livestock	NHW/DDI-140
		economic data	DOA/MAE-330
		Health and Welfare field activities	NHW/FOD-215
		inspection programs	CCA/BCA-010
		market analyses	DOA/MAE-320
		marketing policy	FIN/EDD-485
		microbial hazards	NHW/FDI-115
		nutritional standards	NHW/FDI-120
		policies on production, transportation	IDA/YVP-035
		pricing and coding	CCA/BCA-010

Key Words	CoR No.	Key Words	CoR No.
<b>Food</b>		<b>Foreign governments</b>	
<i>(continued)</i>		income tax information/treaties	RCT/LEG-070
producers for Canada's aid program	IDA/MVP-160	social security agreements	RCT/LEG-095
production, distribution and marketing policy	FIN/EDD-475	treaty negotiations/taxation	RCT/LEG-075
regulatory policy and standards	NHW/FDI-105	<b>Foreign investment</b>	
retailing corporations	DOA/MAE-285	assessment of proposals	FIR/ASB-010
sampling and testing	CCA/BCA-010	bids by alternative buyers	FIR/COB-050
standards for microbial quality	NHW/FDI-115	compliance with decisions on proposals	FIR/COB-025
statistics	STC/IND-320	consultations on policy and initiatives	FIR/PRC-085
<b>Food aid</b>		FIRA consultation with departments	FIR/PRC-060
Bangladesh	IDA/BSO-270	FIRA/petroleum industry	EMR/EPS-170
Burkina Faso	IDA/BFD-585	FIRA liaison with educational institutions	FIR/PRC-070
Canadian policy and programs	IDA/MVP-180	FIRA liaison with international organizations	FIR/PRC-065
Chad	IDA/BFD-580	FIRA liaison with provinces	FIR/PRC-075
commodities supplied by Canada	IDA/MVP-170	FIRA opinions on	FIR/COB-015
countries receiving	IDA/MVP-165	FIRA participation in conferences	FIR/PRC-080
Ethiopia	IDA/BCD-560	guidelines, development of	FIR/COB-030
international organizations	IDA/MVP-175	industrial analyses	FIR/PRC-100
Mali	IDA/BFD-570	investors, information on	FIR/COB-020
Mauritania	IDA/BFD-595	legislation implications	FIR/PRC-055
Somalia	IDA/BCD-500	non-eligible persons	FIR/COB-045
Sri Lanka	IDA/BSO-285	other countries	FIR/PRC-090
Sudan	IDA/BCD-555	parliamentary questions	FIR/PRC-105
world food program	IDA/MVP-185	policy development and initiatives	FIR/PRC-110
<b>Food and Agriculture Organization</b>		recommendations concerning proposals for	FIR/COM-005
databases	IDR/ISD-020	third-party representations	FIR/COB-050
<b>Food and consumer product industries</b>	RIE/FCP-075	trade development	RIE/POL-250
<b>Food and economic policy</b>	CCA/BPC-140	<b>Foreign Investment Review Act</b>	
<b>Food markets</b>		guidelines	FIR/COB-030
economic studies and policy	DOA/MAE-325	interpretation of	FIR/COB-035
<b>Food price index</b>		procedures for implementing the Act	FIR/COB-040
inflation	FIN/FPD-075	rationale for	FIR/PRC-095
<b>Food production</b>		<b>Foreign ownership</b>	
energy utilization, research on	DOA/RER-205	extent	FIN/IER-555
<b>Food products</b>		international finance and trade	FIN/SPA-100
analytical tests for quality	DOA/FPI-065	<b>Foreign policy</b>	
consumer advisory service	DOA/MAE-270	CIDA participation	IDA/MVP-140
distribution and transportation	DOA/MAE-295	history	DEA/SFB-165
export information	DOA/MAE-275	<b>Foreign relations</b>	
market information	DOA/MAE-260	francophone countries	DEA/SFB-210
methodologies for quality analysis	DOA/FPI-070	<b>Foreign trade (see also Trade)</b>	
processing	DOA/MAE-290	agreements, quotas	DEA/FGB-025
processing and distribution research	DOA/RER-240	agriculture, fish, and food products	DEA/TFB-035
supplies for food-deficient countries	DOA/SDM-405	economic forecasts	FIN/EFD-130
<b>Food services</b>		grain and oilseeds industry	DEA/TFB-040
Correctional Service Canada	CPS/FSD-090	marketing strategies	DEA/TFB-030
<b>Food systems</b>		<b>Foreign workers</b>	
government master specifications	PWC/PWC-020	policy on	EIC/LMD-385
<b>Foodstuffs</b>		recruitment	EIC/LMD-385
tax rulings	RCC/EPE-005	<b>Forensic studies</b>	
<b>Footwear industry</b>		RCMP	CMP/LAB-130
general	RIE/OIA-050	<b>Forest fires</b>	
<b>Foreign aid see Assistance, international development</b>		research	DOA/CFS-665
<b>Foreign exchange market</b>		<b>Forest Industry Renewable Energy (FIRE)</b>	EMR/CNP-245
contacts	BOC/INT-190	<b>Forest management</b>	
intervention	BOC/INT-200	Crown lands	DOA/CFS-685
<b>Foreign exchange reserves</b>	BOC/INT-195	Ottawa Greenbelt	NCC/PRB-070
definitions and historical data	BOC/INT-175	control methods and research of pests and disease	DOA/CFS-670
Exchange Fund Account	BOC/INT-180	socioeconomic development of resources	DOA/CFS-685
<b>Foreign exchange transactions</b>			
bookkeeping and trading procedures	BOC/INT-185		





Key Words	CoR No.	Key Words	CoR No.
<b>Geological services</b>		<b>Grain</b>	
Yukon and Northwest Territories	INA/NAP-300	cereal grains, research on	DOA/CGC-575
<b>Geological surveys</b>		export and processing	DEA/TFB-040
general	EMR/GSC-350	handling and storage	DOA/CGC-570
Northern operations	EMR/CGA-105	handling, policy on	DOA/CGC-585
offshore programs	EMR/CGA-100	levies on grain sold	DOA/SDM-350
operations	EMR/DEX-010	Ports Canada operations	CPC/POR-005
<b>Geology</b>		regulations and collection of revenues	DOA/CGC-585
Cordilleran	EMR/GSC-390	sales transactions	DOA/SDM-345
economic	EMR/GSC-360	sample inspections	DOA/CGC-565
laboratories and technical services	EMR/GSC-355	stabilization payments to producers	DOA/SDM-350
precambrian	EMR/GSC-370	transportation	CTC/RTC-095
sedimentary and petroleum	EMR/GSC-395	transportation/railways	DOT/DRG-285
<b>Geomagnetism</b>		weighing at terminal and transfer elevators	DOA/CGC-580
monitoring	EMR/PHB-330	<b>Grain elevators</b>	
<b>Geophysical surveys</b>		licensing, insuring, auditing of operations	DOA/CGC-570
Northern operations	EMR/CGA-105	<b>Grain Futures Act</b>	
offshore programs	EMR/CGA-100	administration of	DOA/CGC-585
<b>Geophysics and geochemistry</b>		<b>Grants (see also Assistance, financial)</b>	
improved technologies	EMR/GSC-375	arts, enquiries on	CAC/AAS-025
<b>Geoscience</b>		arts, policy on	CAC/AAS-030
Atlantic	EMR/GSC-385	biotechnology development	MER/PRB-035
<b>Geothermics</b>		Canadian Homeownership Stimulation Plan	CMH/ISO-140
research	EMR/PHB-335	Canadian studies research tools	SHR/STR-085
<b>Ghana</b>		Canadian universities/earth sciences	EMR/DEX-010
Canadian aid	IDA/BCD-465	career investigators program/medicine	MER/PRB-055
<b>Gifts and donations</b>		child and family research	SHR/STR-075
income tax deductions	NMC/CMS-015	cultural property	DOC/ACS-275
<b>Gifts, monetary</b>		dance	CAC/DAS-060
NRC	NRC/EXE-005	education, to provinces	SSC/ESP-005
<b>Glaciers</b>		energy conservation incentives	EMR/DEX-035
research	DOE/ECS-205	federal-provincial	FIN/FPR-225
<b>Glenn Gould Prize</b>	CAC/ART-005		FIN/FPR-230
<b>Gold</b>		films	CAC/MAS-085
confirmation of balances and statements	BOC/COM-345	for International Representation Program	CAC/AAS-045
custodial responsibilities	BOC/DED-300	forest research and development	DOA/CFS-635
custodial responsibilities of the Bank of Canada to clients	BOC/COM-345	health	ECC/PAA-080
IMF	FIN/IFD-600	housing research	CMH/NOS-185
reserves	FIN/FAD-185	housing/remote and native communities	CMH/PSO-070
sales to Royal Canadian Mint	FIN/ERP-410	industrial relations research	LAB/EIR-130
<b>Gold Maple Leaf Bullion Coin</b>	RCM/BRS-015	Inuit culture	INA/NAP-205
<b>Gold, silver and other commodities</b>		management development research	SHR/STR-100
market practices	BOC/INT-205	medical development	MER/PRB-050
refinery sales for	RCM/BRS-020	medical research development	MER/PRB-040
<b>Goods and services</b>		medical research teams	MER/PRB-015
competitive operations, suppliers	RIE/IRB-085	medical research/individuals	MER/PRB-010
federal sales tax	FIN/TAC-745	medical research/universities	MER/PRB-045
<b>Government Annuities Program</b>		medical scientists	MER/PRB-060
actuarial services	EIC/INS-160	military research	DND/RDB-725
<b>Government Industrial Assistance Programs</b>	NRC/IMR-380	municipal water and sewer	CMH/PSO-075
<b>Government liaison</b>		music	CAC/MUS-100
policy and planning	NCC/SEC-010	ownership of cultural property	CPE/CPI-005
<b>Government records</b>		population aging research	SHR/STR-070
disposal of	PAC/RMM-180	post secondary education	ECC/PAA-080
<b>Government securities</b>		research, broadcasting	CRT/COR-070
information on finishing, inventory and distribution	BOC/DED-300	research equipment	MER/PRB-020
<b>Government Telecommunications Program</b>	DOC/TIT-120	research facilities	MER/PRB-025
<b>Governor General's Awards</b>	CAC/ART-005	research infrastructure and equipment	SER/GSA-020
<b>Graduated Payment Mortgages (GPM)</b>	CMH/ISO-110	scholarly publishing	SHR/IRC-145
		science and engineering research	SER/GSA-015
		science and technology research	SHR/STR-110
		science/northern research	INA/NAP-220
		social sciences and humanities research	SHR/RES-035
		standards research	SDC/EIB-020

Key Words	CoR No.	Key Words	CoR No.
<i>(continued)</i>		<b>Health</b>	
theatre	CAC/THS-110	adverse reactions to drugs	NHW/CDC-175
to municipalities in lieu of property tax	PWC/PWC-090	aids to fitness	NHW/FAS-420
video programs	CAC/MAS-090	care/women	ASW/RES-035
visual arts	CAC/VAS-150	chemical hazards	NHW/EHD-190
voluntary organizations, youth	SSC/CCP-075	child and adult medico-social matters	NHW/HSD-275
water and sewer	CMH/PSO-075	civil aviation	NHW/HAS-250
women and work, research on	SHR/STR-080	clinical and consumer radiation	NHW/EHD-210
writing and publications	CAC/WPS-165	clinical nutrition	NHW/HSD-300
youth groups	SSC/CCP-075	community services	NHW/HSD-265
<b>Grants in lieu of taxes</b>		control of tobacco use	NHW/CDC-155
federal government	FIN/FPR-245	dental care promotion	NHW/HSD-295
federal-provincial	FIN/FPR-285	epidemiological information	NHW/CDC-165
to municipalities, NCR	NCC/PRB-055	financial policy	FIN/SPD-325
<b>Grants, language</b>		hazard appraisal	NHW/HPD-325
to municipalities, National Capital Region	NCC/SEC-005	immigrants	NHW/HAS-235
to voluntary organizations, National Capital Region	NCC/SEC-005	international activities	DEA/SFB-200
<b>Gravity</b>		international relations	NHW/IIA-040
research, maps	EMR/PHB-340	mental health services	NHW/HSD-270
<b>Great Lakes</b>		microbial diseases	NHW/CDC-185
shipping traffic	SLS/FAB-020	national emergency planning	NHW/HAS-255
<b>Greenbelt see Ottawa Greenbelt</b>		nutrition	NHW/HPD-310
<b>Gross National Product</b>		personnel statistics	STC/HLT-090
statistics	STC/GNP-235	poison control	NHW/CDC-170
<b>Guaranteed Income Supplement (GIS)</b>		policy development	NHW/PPI-085
financial policy	FIN/SPD-375	prison inmates	CPS/HCO-325
<b>Guatemala</b>		public service programs	NHW/HAS-225
Canadian aid	IDA/BMD-370	radiation exposure/environmental	NHW/EHD-205
<b>Guinea-Bissau</b>		radiation exposure/occupational	NHW/EHD-200
Canadian aid	IDA/BFD-600	radiation protection	AEB/RRB-245
<b>Guinea, Republic of</b>		regulatory functions	NHW/HAS-245
Canadian aid	IDA/BFD-675	rehabilitation programs	NHW/HSD-290
<b>Guns</b>		research and analysis	STC/HLT-115
control	SGC/POL-085	services for native peoples and northern residents	NHW/NHS-220
registration	CMP/IDD-110	services for native peoples in the north	INA/NAP-185
repair and maintenance	CMP/DEP-255	services in national parks	DOE/PKS-050
<b>Guyana</b>		services/women	ASW/RES-035
Canadian aid	IDA/BMD-415	statistics development	STC/HLT-120
		taxable status of goods	RCC/EPE-030
		technological information	NHW/HSD-260
		training and licensing of personnel	NHW/HSD-285
		women	NHW/SAP-015
<b>H</b>		<b>Health and population</b>	
		international aid	IDA/RVP-785
<b>Hail research</b>	NRC/DEE-260	<b>Health and safety (see also Occupational health and safety; Safety)</b>	
<b>Haiti</b>		atomic energy control regulations	AEB/PAB-235
Canadian aid	IDA/BMD-390	bibliography of CCOHS holdings	OHS/ISS-005
<b>Halifax Relief Commission</b>	FIN/FPR-250	CCOHS records	OHS/TES-040
<b>Handicapped persons see Disabled and handicapped persons</b>		certificates for explosives	EMR/XPB-520
<b>Handwriting samples</b>		explosives testing, manufacture, storage and transportation	EMR/XPB-510
identification of offenders	CMP/IDD-120	industrial chemicals	OHS/TES-010
<b>Harbours and ports</b>		international laws	OHS/TES-035
cargo handling	DOT/MSS-195	mining communities	EMR/MPS-565
operation and maintenance	DOT/MPH-135	nuclear energy, international safeguards	AEB/PAB-215
<b>Harmonized Commodity Description and Coding System</b>	RCC/CPE-380	nuclear facilities	AEC/DRR-090
<b>Harvesting technology</b>	NRC/DEN-300	occupational diseases	OHS/TES-015
<b>Hazardous Products Act</b>	CCA/BCA-070	occupational, information	OHS/ISS-005
<b>Hazards</b>		prescribed radioactive substances	AEC/FCM-155
in the work place, chemical	OHS/TES-010	public safety research projects	NRC/NAE-485
in the workplace	OHS/TES-020	radiation protection	AEB/RRB-245
in the workplace, chemical	OHS/ISS-005		AEC/DRR-040
in the workplace, physical	OHS/TES-025		AEB/FCM-175
<b>Healey Willan Prize for Amateur Choirs</b>	CAC/ART-005		



Key Words	CoR No.	Key Words	CoR No.
<b>Health and safety</b> ( <i>continued</i> )		<b>Holdings and properties</b> (standard class of records)	
standards for explosives	EMR/XPB-525	see institution identifier with 905, if available, in chapter concerning relevant institution	
<b>Health and social issues</b>		<b>Home energy</b>	
women	NHW/SAP-015	conservation and oil substitution	EMR/CRB-265
<b>Health and welfare</b>		<b>Home fuels, building material</b>	
departmental program evaluation	NHW/SAP-005	product control	CCA/BCA-075
market structure	CCA/BPC-135	<b>Home Improvement Loan Insurance Fund</b>	CMH/ISO-130
non-governmental organizations	NHW/IIA-050	<b>Home Insulation Program (HIP)</b>	
science policy	NHW/PPI-070	Prince Edward Island and Nova Scotia	CMH/CTS-340
<b>Health sciences</b>		<b>Homicides</b>	
centennial fellowships	MER/PRB-070	statistics	STC/CCJ-135
graduate awards	MER/PRB-080	<b>Honduras</b>	
library reference service	NRC/TTR-685	Canadian aid	IDA/BMD-375
research	IDR/ISD-025	<b>Honours and awards</b>	
research grants	MER/PRB-035	issue and replacement	VAC/DVA-005
research requirements	MER/PPD-120	<b>Hospitals</b>	
research scholarships	MER/PRB-065	operational statistics	STC/HLT-085
research training fellowships	MER/PRB-075	veterans	VAC/VSB-025
undergraduate awards	MER/PRB-085	<b>Hospitals, public</b>	
visiting professorships	MER/PRB-105	taxable status	RCC/EPE-030
visiting scientist awards	MER/PRB-100	<b>Hostage taking</b>	
<b>Heat pump research</b>	NRC/DEN-320	contingency planning	SGC/PSB-020
<b>Heatline</b>	EMR/CRB-265	penal institutions	CPS/OSD-385
<b>Heavy water plants</b>		<b>Hours of work</b>	
financial policy	FIN/ERP-395	information and exemptions	LAB/ERC-195
general information	AEB/FCM-195	<b>House of Commons</b>	
prescribed equipment	AEC/FCM-125	pay	DSS/ROS-090
safety assessment of	AEC/ASB-105	<b>Household facilities and equipment</b>	
<b>Heliports</b>	DOT/AAA-085	statistics	STC/HLD-050
<b>Hemispheric observations</b>	DOE/AES-450	<b>Household surveys</b>	
<b>Heraldry</b>		analysis	STC/LHS-060
acquisition of iconographic records	PAC/PID-125	<b>Housewares</b>	
retention of archival records	PAC/PID-130	product control	CCA/BCA-075
<b>Heritage</b>		<b>Housing</b>	
National Capital Region	NCC/PAB-045	appraisals	CMH/NOS-175
<b>Heritage buildings</b>		assistance to Indians/bands	INA/IIA-085
leasing	NCC/PRB-065	assistance to veterans	VAC/VLA-060
<b>Heritage Canada</b>		assistance to veterans, special	VAC/VLA-085
financial policy	FIN/ERP-405	authorities boards	VAC/VLA-080
<b>Heritage canals</b>		demonstration projects	CMH/ODS-305
management	DOE/PKS-010	design	CMH/PDR-235
socioeconomic projects	DOE/PKS-015	disabled and handicapped persons	CMH/NOS-165
vessel movement	DOE/PKS-020	Economic Commission for Europe	CMH/PSO-090
<b>Herzberg Institute of Astrophysics,</b>		Committee on Housing, Building and Planning	
administration of	NRC/HIA-335	economic forecasts	CMH/ODS-300
<b>Highways</b>		federal-provincial relations	FIN/EFD-130
policies, regulation and management	DOT/DSH-255	financial policy	CMH/PDR-210
<b>Hijacking</b>		in developing countries	FIN/SPD-345
contingency planning	SGC/PSB-020	industry, government liaison	IDA/YVP-040
<b>Historic sites and parks</b>		insulation	CMH/GCC-030
financial policy	FIN/ERP-405	international agreements	CMH/CTS-340
general	DOE/PKS-090	legislation	CMH/ODS-310
historical and contemporary information	DOE/PKS-030	loans	CMH/GCC-005
management	DOE/PKS-010	market structure	CMH/GCC-005
National Capital Region	NCC/PAB-045	mortgage market information	CCA/BPC-135
socioeconomic projects	DOE/PKS-015	multiple-unit, sales	BOC/MFA-120
St. Lawrence Seaway	SLS/ESB-075	National Housing Act	CMH/ISO-150
surveying	EMR/SMB-405	native peoples	CMH/GCC-005
<b>Historical documents</b>		non-profit and cooperative	CMH/GCC-010
acquisition and conservation	PAC/DAO-005	planning/scholarships	CMH/PSO-055
acquisition and preservation	PAC/PAL-140	policy development	CMH/PDR-190
<b>History</b>			CMH/PDR-215
Canadian foreign policy	DEA/SFB-165		
<b>Hog fat survey</b>	DOA/FPI-030		



Key Words	CoR No.	Key Words	CoR No.
<b>Immigration (continued)</b>		<b>Income security</b>	
judicial information	IAB/OPS-020	financial policy	FIN/SPD-375
<b>Lookout Index</b>	EIC/IMM-080	<b>Income security programs</b>	
monitoring activities	EIC/IMM-100	delivery systems and procedures	NHW/ISP-355
officers abroad	EIC/IMM-065	EDP programs and systems for delivery	NHW/ISP-370
persons refused entry to Canada	EIC/IMM-080	legislative interpretation	NHW/ISP-365
policies on admission	EIC/IMM-120	regional operations/accounts	NHW/ISP-375
policy and correspondence	EIC/IMM-065	<b>Income tax (see also Duties and taxes; Taxation; Taxes)</b>	
research and policy analysis	EIC/SPP-700	audit publications and training courses	RCT/PSB-225
review of selection criteria	EIC/SPP-700	audit/regulations and policy	RCT/PSB-220
economic effects	FIN/SPA-105	business and property, policy development	FIN/TPL-720
special authorization	EIC/IMM-065	capital cost allowances	FIN/CRT-760
systems supporting administration of program	EIC/SYS-550	commercial crime	CMP/CID-045
temporary entry to Canada	EIC/IMM-090	corporation, federal-provincial	CMP/OPD-270
travel agency responsibilities	EIC/IMM-085	corporations and shareholders	FIN/FPR-280
<b>Immigration Act</b>		deductions at source and collections	FIN/CRT-765
effect of the Charter of Rights on enforcement	EIC/IMM-135	deductions/gifts and donations	RCT/PSB-155
medical examinations and assessments	CMP/CID-060	deductions/gifts to National Museum	NMC/NSC-370
<b>Immunizations</b>	NHW/HAS-240	EDP accounting systems/corporation tax and gasoline excise tax processing	NMC/CMS-015
travellers	NRC/BSC-110	EDP of individual returns	RCT/PSB-280
<b>Immunochemistry research</b>	NRC/BSC-110	EDP of individual returns	RCT/PSB-275
<b>Immunology research</b>	OCG/PCU-015	guidelines for enforcing statutes on filing returns	RCT/PSB-175
<b>IMPAC project</b>		interpretations and rulings/research	RCT/LEG-050
<b>Importers</b>		late filers and non-filers	RCT/PSB-180
marketing and financial information	CIT/CIT-005	non-resident	FIN/TPL-725
<b>Imports (see also Export/Import)</b>		payroll audit and enforcement	RCT/PSB-165
animal and bird, control of	DOA/FPI-015	pension and profit sharing plans	RCT/LEG-055
anti-dumping investigations	RCC/CPE-210	pension and unemployment insurance coverage policy and legislation	RCT/PSB-150
anti-dumping laws	CIT/CIT-010	personal	FIN/TPL-730
appeals against anti-dumping and valuation rulings	RCC/CPE-225	policy development	FIN/TPL-715
countervailing duties	RCC/CPE-220	proposed legislative amendments	RCT/LEG-065
courier control	RCC/CPE-305	recommendations for changes/international	RCT/LEG-090
detection of prohibited goods	RCC/CPE-300	referrals and objections	RCT/APP-305
duty and taxes	RCC/CPE-145	returns, assessment	RCT/PSB-130
enforcement of rulings	RCC/CPE-230	returns information programs	RCT/PSB-145
enforcement policies	RCC/CPE-370	returns, reassessment	RCT/PSB-135
investigation information	RCC/CPE-235	revenue accounting and control	RCT/PSB-160
less than market value	FIN/IER-590	statistical services/Revenue Canada	RCT/LEG-115
meat products, certification of	DOA/FPI-090	treaties with foreign governments	RCT/LEG-070
plant pest control	DOA/FPI-155	T1 (individual returns) databases	RCT/PSB-285
preferences	FIN/IER-595	<b>Income Tax Act</b>	
quotas	FIN/IER-590	law research	LRC/LRS-060
seed potatoes	DOA/FPI-125	rulings and interpretations	RCT/LEG-045
special excise taxes	FIN/TAC-755	<b>Income transfer programs</b>	
status of major industrial goods	RCC/CPE-175	financial policy	FIN/SPD-375
tax information, rulings	RCC/EPE-010	<b>Incorporation</b>	
textiles and clothing	TCB/AOP-015	general information	CCA/COA-090
valuation investigations	RCC/CPE-215	<b>Index to Canadian Occupations</b>	EIC/EMP-450
<b>Imprisonment</b>		<b>India</b>	
issues	SGC/POL-075	Canadian aid	IDA/BSO-275
policy, information	SGC/PRB-050	<b>Indian Act</b>	
<b>In Short Supply; Jobs and Skills in the 1980s</b>	ECC/PAA-075	band membership	INA/IIA-070
<b>Incarceration</b>		<b>Indian Economic Development Fund</b>	FIN/GFD-780
policy information	SGC/PRB-050	<b>Indians see Native peoples</b>	
<b>Incentives</b>		<b>Indonesia</b>	
investment in developing countries	IDA/MVP-130	Canadian aid	IDA/BSO-330
regional development	FIN/EDD-450	<b>Industrial adjustment</b>	
<b>Income maintenance</b>		Canadian econometric model	RIE/POL-240
Indians	INA/IIA-100	general	RIE/OIA-040
		policy development	RIE/OIA-065



Key Words	CoR No.	Key Words	CoR No.
<b>Industrial and regional development</b>		<b>Industry, Trade and Commerce/Regional</b>	
production and marketing	RIE/NSP-360	<b>Economic Expansion</b>	
<b>Industrial application of computer technology</b>	NRC/DME-395	former programs	RIE/OII-150
<b>Industrial Assistance Programs, Government</b>	NRC/IMR-380		RIE/POL-255
<b>Industrial classification</b>			RIE/PPC-110
standard	CCA/BCP-115	programs	RIE/JMD-010
<b>Industrial cooperation</b>		special former programs	RIE/OIA-030
trade development	RIE/POL-250		RIE/NSP-365
<b>Industrial Cooperation Program</b>			RIE/XRO-340
developing countries	IDA/AVP-105 IDA/AVP-110	<b>Industry/Laboratory Projects (PILP), Program for</b>	NRC/TTR-720
<b>Industrial design</b>		<b>Inflation</b>	
copyright	CCA/COA-095	Anti-Inflation Board	FIN/FPD-070
<b>Industrial Design Act</b>	CCA/COA-095	National Commission on studies	FIN/FPD-075 BOC/SEC-070 FIN/EAD-120
<b>Industrial development</b>		<b>INFODOC</b>	
by sector	FIN/EDD-445	CCOHS database	OHS/TES-040
case studies	FIN/CFD-525	<b>Informatics</b>	
incentives	FIN/EDD-440	and methodology field applications	STC/INM-485 DOC/TIA-105 DOC/TH-110
international	FIN/IFD-660	planning and support	
policy	FIN/EDD-435	<b>Information collection</b>	
provincial policies and programs	RIE/POL-235	controls on federal	TBS/APB-135
<b>Industrial energy</b>		<b>Information exchange programs</b>	
policies and programs	EMR/CRB-275	refugees	EIC/IMM-125
<b>Industrial expansion</b>	EIC/LMD-340	<b>Information inventory, central</b>	
<b>Industrial Incentive Programs Audit</b>	RCC/CPE-200	federal government	TBS/APB-155
<b>Industrial innovation</b>	RIE/OII-135	<b>information management</b>	
general	RIE/OII-140	policies	TBS/APB-055
<b>Industrial Materials Research Institute</b>	NRC/IMR-380	<b>Information services</b>	
<b>Industrial operations</b>		outside Canada	DEA/SFB-175
penal institutions	CPS/IND-190 CPS/IND-210	<b>Information systems and technology</b>	
<b>Industrial products</b>		federal policy concerning	TBS/APB-150
tariff classifications rulings	RCC/CPE-170	<b>Information technology</b>	
<b>Industrial relations</b>		behavioural research	DOC/REI-155
grants for research	LAB/EIR-130	research and development	DOC/REI-150 NRC/HIA-355
information services	LAB/IRI-145	<b>Infrasonic research</b>	
<b>Industrial Research Assistance Program (IRAP)</b>	NRC/TTR-710	<b>Infrastructure</b>	
<b>Industrial security</b>		science and engineering research grants	SER/GSA-020
federal government	DSS/FAS-105	<b>Inmate Trust Fund</b>	FIN/GFD-775
<b>Industrial Technology Advisory Service</b>	NRC/TTR-725	<b>Inmates</b>	
<b>Industry</b>		academic education	CPS/ETD-170
Canadian Industrial Renewal Board	RIE/CIR-290	benefits and pay	CPS/IRM-220
DRIE activities	RIE/XRO-330	case management	CPS/CMD-230
incentives for investment in developing countries	IDA/MVP-130	dental care	CPS/HCO-330
input-output tables	STC/INO-265	discipline, punishment	CPS/OSD-365
international aid	IDA/RVP-770	education and training	CPS/ETD-165
money market arrangements	BOC/SEC-010	employment	CPS/ETE-150
output statistics	STC/IMA-240	female offenders	CPS/SCP-310
policy analysis	NRC/TTR-715	grievance procedures	SGC/PRB-050
pollution abatement and compliance	DOE/EPS-260	health and hygiene	CPS/HCO-330
price statistics	STC/PRI-420	health care guidelines	SGC/PRB-050
solid wastes control	DOE/EPS-280	living unit	CPS/CMD-235
standard classifications	CCA/BCP-115	management and rehabilitation	NPB/NPB-005
technological development	FIN/EDD-440	management of affairs	CPS/IAD-270
university science and engineering awards	SER/GSA-030	medical care	CPS/HCO-335
<b>Industry Development Office</b>	NRC/TTR-705	medical, psychiatric, psychological problems	CPS/SDC-145
		monitoring of visitors, correspondence, communication	CPS/PSD-425
		native offenders	CPS/SCP-315
		policy and procedures for release	CPS/CMD-245
		population management	CPS/IPM-390
		preparation for release	CPS/CMD-250
		production control	CPS/IND-205

Key Words	CoR No.	Key Words	CoR No.
<b>Inmates (<i>continued</i>)</b>		<b>Intelligence, artificial</b>	DOC/TIA-105
programs	SGC/POL-095	<b>Intelligence, economic</b>	
provincial trades accreditation	CPS/ETD-175	collection and analysis	DEA/IFB-145
psychiatric care	CPS/HCO-340	<b>Intelligence exchange on illegal entrants to Canada</b>	EIC/IMM-105
recommittal of released	NPB/NPB-045	<b>Intelligence, foreign political and economic</b>	
rights	SGC/PRB-050	collection and analysis	DEA/IFB-135
sale of products	CPS/IND-200	<b>Intelligence information</b>	
sentence administration	CPS/CMD-260	penal institutions	CPS/PSD-410
social and community programs	CPS/SCP-275	<b>Intelligence Information System</b>	
social, cultural and physical development	CPS/SCP-320	travellers entering Canada	RCC/CPE-285
spiritual welfare	CPS/CHA-265	<b>Intelligence liaison</b>	
transfer and movement	CPS/IPM-395	detection of prohibited goods	RCC/CPE-300
vocational training	CPS/ETD-185	<b>Intelligence service</b>	
volunteer workers	CPS/SCP-305	policy and research	SIS/DDS-035
work opportunities	CPS/SEP-225	policy planning and co-ordination	SIS/DDS-040
<b>Inspections</b>		scientific and technical support	SIS/DDS-030
dairy and fruit and vegetable products	DOA/FPI-060	<b>Intelligent robotics</b>	NRC/DEE-270
grain samples	DOA/CGC-565	research	NRC/DEE-255
meat and poultry	DOA/FPI-035	<b>Inter-American Development Bank (IDB)</b>	
<b>Inspector General of Banks</b>	FIN/IGB-005	Canada's aid to Latin America and the Caribbean	IDA/MVP-200
<b>Institute for Marine Dynamics, operation of</b>	NRC/IMD-385	policies and programs	FIN/IFD-645
<b>Institutional care</b>		<b>Interbank International Payments System</b>	BOC/INT-270
statistics	STC/HLT-080	<b>Interchange Canada Program</b>	PSC/MCP-075
	STC/HLT-085	<b>Interdepartmental Task Force on Crown Corporation Legislation</b>	
<b>Institutional services, procurement</b>			FIN/CCD-545
Correctional Service Canada	CPS/MMD-110	<b>Interest Act</b>	
<b>Institutional training</b>	EIC/LMD-320	capital markets	FIN/FIM-145
<b>Institutions, public</b>		<b>Interest payments</b>	
taxable status	RCC/EPE-030	means of discharging	BOC/PDD-320
<b>Insulation</b>		<b>Interest rates</b>	
building standards	CMH/PDR-195	statistical information	BOC/MFA-130
housing energy conservation	CMH/CTS-340	statistics, analysis	BOC/SEC-030
housing improvements	CMH/CTS-345	<b>Internal Energy Conservation Program</b>	EMR/DEX-035
product control	CCA/BCA-075	<b>International affairs</b>	
urea formaldehyde	CCA/UFF-175	Canadian Commercial Corporation	CCC/CCC-005
<b>Insurability of employment</b>	EIC/INS-175	northern Canada	INA/NAP-200
<b>Insurance</b>		taxation	RCT/LEG-080
benefit programs for public servants	TBS/PPB-375	<b>International agencies</b>	
crops	DOA/SDM-355	aid and development policies	IDA/YVP-010
Farm Credit Corporation, life	FCC/ADM-095	<b>International agreements</b>	
government insurance and pension plans	INS/ACT-015	economic	FIN/IER-565
market structure	CCA/BPC-135	<b>International aid see Assistance, international development</b>	
mortgages	CMH/ISO-110	<b>International Air Transport Association (IATA) Conference</b>	CTC/ATC-140
premium tax	INS/ADM-035	<b>International Assignment Program</b>	PSC/MCP-080
public servants	TBS/PPB-370	<b>International Atomic Energy Agency (IAEA)</b>	EMR/CNP-220
public service plans	DSS/ROS-080		EMR/EPS-195
research and legislation	LAB/EIR-135	<b>International Bank for Reconstruction and Development (IBRD)</b>	
travelling exhibitions	DOC/ACS-270	policies and programs	BOC/INT-225
veterans	VAC/VSB-030	bonds	FIN/IFD-645
veterans medical	VAC/VSB-040	retirement of bonds	BOC/PDD-305
veterans' and public equity in property	VAC/VLA-125	<b>International boundary</b>	BOC/PDD-325
<b>Insurance companies</b>		control of waters on Canada-US border	DOE/ECS-175
balance-sheet data	BOC/MFA-110	maintenance and regulation	DOE/ECS-175
general information	FIN/FIM-150	<b>International Centre for Advanced Technical and Vocational Training</b>	EMR/SMB-425
	INS/OPS-005	Canadian activities	LAB/IRB-090
maximum tax actuarial reserves	INS/ACT-025	<b>International Centre for Settlement of Investment Disputes (ICSID)</b>	
money market arrangements	BOC/SEC-010	<b>International Civil Aeronautical Organization</b>	FIN/IFD-640
rates, Canadian ownership	EMR/PNA-120		DND/ADO-255
<b>Insurance, deposit see Deposit insurance</b>	CDI/MIS-005		
<b>Insurance policies</b>			
Civil Service Insurance Act	INS/ADM-030		
<b>Intellectual property</b>			
international policy, research	CCA/BPC-145		
<b>Intelligence activities</b>	SIS/DDS-010		
human sources	SIS/DDS-020		

Key Words	CoR No.	Key Words	CoR No.
<b>International development</b>		<b>International trade</b>	
influence of conditions in foreign countries	IDA/YVP-085	conduct	FIN/IER-550
private investment	IDA/YVP-075	theory	BOC/RES-095
research, external databases	IDR/ISD-020	<b>International travel</b>	
research, international databases	IDR/ISG-015	records	STC/IFE-250
statistics	IDA/YVP-070	<b>International Wheat Council (IWC)</b>	
<b>International Development Association (IDA)</b>		Canadian participation	IDA/MVP-190
policies and programs	FIN/IFD-645	<b>International Women's Year</b>	SSC/CCP-055
<b>International economic organizations</b>	BOC/INT-225	<b>International Year of Disabled Persons (1981)</b>	SSC/CCP-035
<b>International Electrotechnical Commission</b>	SDC/ISB-035	<b>International Year of the Child (1979)</b>	SSC/CCP-035
<b>International Energy Agency (IEA)</b>	EMR/DEX-020	<b>International Youth Year (1985)</b>	SSC/CCP-035
	EMR/EPs-195		SSC/CCP-065
	EMR/ESB-140		SSC/CCP-075
	FIN/IER-585		SSC/CCP-090
energy conservation	EMR/CNP-210	<b>Interpol</b>	CMP/CID-080
<b>International energy relations</b>	EMR/EPs-195	<b>Interpretation and heritage</b>	
<b>International finance</b>		National Capital Region	NCC/PAB-045
exchange and monetary systems	FIN/IGB-050	<b>Interpretation centres</b>	
<b>International Finance Corporation (IFC)</b>		environment	DOE/ECS-125
policies and programs	FIN/IFD-645	<b>Interpretive data</b>	
<b>International food and agricultural organizations</b>		historic parks and sites	DOE/PKS-090
food aid	IDA/MVP-175	national parks	DOE/PKS-020
<b>International ice patrol</b>			DOE/PKS-075
Coast Guard	DOT/MSR-190	wildlife	DOE/ECS-125
<b>International Institute for Labour Studies</b>		<b><i>Intervention and Efficiency; A Study of</i></b>	
Canadian activities	LAB/IRB-095	<i>Government Credit and Credit Guarantees to</i>	
<b>International Joint Commission</b>	DOE/ECS-175	<i>the Private Sector</i>	ECC/PAA-070
financial policy	FIN/ERP-405	<b>Inuit see Native peoples</b>	
pollution programs	DOE/EPs-270	<b>Inventions</b>	
<b>International Labour Office</b>		Armed Forces	DND/RSD-740
databases	IDR/ISD-020	patents	CCA/COA-100
<b>International Labour Organization (ILO)</b>		<b>Inventory management</b>	
Canadian activities	LAB/IRB-100	federal government	DSS/ROS-050
conferences	LAB/IRB-085	<b>Investigation of combines, monopolies, trusts,</b>	
women	LAB/WEA-010	mergers	RTP/COM-005
<b>International law</b>		<b>Investigations</b>	
environment	DEA/JCX-010	Correctional Service Canada	CPS/SDC-135
<b>International Monetary Fund (IMF)</b>	BOC/INT-220	import/export	RCC/CPE-235
	FIN/SPA-100	RCMP services	CMP/OPD-295
administration and Canadian participation	FIN/IFD-600	<b>Investment companies</b>	
general	BOC/INT-230	general information	FIN/FIM-150
<b>International Organization for Standardization</b>	SDC/ISB-030		INS/OPS-005
<b>International organizations</b>		<b>Investment dealers</b>	
economic relations	FIN/IER-560	money market activities	BOC/SEC-015
policies and programs	FIN/IFD-650	statistics	BOC/SEC-025
<b>International relations</b>		<b>Investments</b>	
aid and development issues	IDA/YVP-020	by banks	FIN/IGB-025
economic	FIN/IER-560	<b>Iroquois Canal see St. Lawrence Seaway</b>	SLS/ESB-080
economic and financial	FIN/IFD-605	<b>Irrigation</b>	
health	NHW/IIA-040	Alberta	DOA/PFA-535
health, welfare and social affairs	NHW/IIA-065	demonstration farm	DOA/PFA-545
legal advice	DEA/JCX-020	Prairies	DOA/PFA-515
minerals and metals	EMR/MPS-575	South Saskatchewan River Project	DOA/PFA-525
research projects with developing countries	IDR/CPD-035	southwest Saskatchewan	DOA/PFA-530
social affairs	NHW/IIA-045	<b>Isaak Walton Killam Research Fellowship</b>	CAC/ART-005
social security	NHW/IIA-055	<b>ISBN</b>	
	NHW/ISP-350	assignment of numbers	NLC/CDB-030
<b>International Reserves, official</b>	FIN/FAD-185	<b>Ivory Coast</b>	
<b>International Standard Book Numbers (ISBN)</b>		Canadian aid	IDA/BFD-615
assignment of	NLC/CDB-030		
<b>International Standardization Organization (ISO)</b>	BOC/MFA-165		
<b>International Strategic Minerals Inventory</b>	EMR/MPS-590		
<b>International taxation</b>	FIN/CRT-770		
<b>International Telecommunication Union (ITU)</b>			
Canadian involvement in activities	DOC/PLI-005		



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<b>J</b>	
J.B.C. Watkins Awards	CAC/ART-005
Jacqueline Lemieux Prize	CAC/ART-005
Jacques Cartier Bridge administration	SLS/JCB-125
Jamaica	
Canadian aid	IDA/BMD-420
Jean-Marie Beaudet Award	CAC/ART-005
Job Corps Program	EIC/LMD-405
Job creation programs	
assessment of	EIC/SPP-675
description of	EIC/LMD-390
unemployment insurance payments	EIC/INS-165
Job-search techniques	EIC/EMP-450
Jobbers	
financial, statistics	BOC/SEC-025
money market activities	BOC/SEC-015
John Howard Society	
relationship with CSC	CPS/SCP-280
Journal of Vacuum Science and Technology	NRC/DEE-250
Jules and Gabrielle Léger Fellowship	SHR/FEL-230
Jules Léger Prize for New Chamber Music	CAC/ART-005
Juridical affairs	
litigation and property settlements	NCC/SEC-015
Justice	
financial aid for administration of	JUS/JUS-035
law enforcement in the north	INA/NAP-195
women	ASW/RES-025
Juvenile justice	
offenders	SGC/POL-100
Juvenile services	SGC/POL-105
records	STC/CCJ-155
<b>K</b>	
Katimavik	SSC/CCP-065
Kenya	
Canadian aid	IDA/BCD-470
Kinetics research	NRC/DCH-200
	NRC/DCH-225
<b>L</b>	
Labelling	
meat products	DOA/FPI-085
Laboratories	
Biotechnology Research Institute, operation of	NRC/BRI-135
David Florida Laboratory	DOC/TII-115
Dominion Astrophysical Laboratory	NRC/HIA-350
NRC biological sciences, administration of	NRC/BSC-065
NRC chemistry, operation of	NRC/DCH-165
NRC electrical engineering, operation of	NRC/DEE-250
Ottawa River Hydraulic Laboratory	NRC/DME-415
Ottawa River Solar Observatory	NRC/HIA-340
Laboratory medicine	
standardization	NHW/CDC-180

Key Words	CoR No.
<b>Labour</b>	
adjustment benefits	EIC/INS-185
analysis of surveys	STC/LHS-060
and business relations	RIE/POL-215
arbitration/industrial relations	LAB/ASE-040
documentation/information	LAB/EIR-140
economic analysis	LAB/EIR-125
education assistance	LAB/ERC-205
federal-provincial relations	LAB/SPF-120
grants/studies in industrial relations	LAB/EIR-130
incentives for investment in developing countries	IDA/MVP-130
international activities	LAB/IRB-095
international conferences/meetings	LAB/IRB-085
international services	LAB/IRB-105
international training centre	LAB/IRB-090
law research	LRC/LRS-060
leave and pay	LAB/ERC-215
Organization for Economic Cooperation and Development (OECD)	LAB/IRB-110
policy development	FIN/SPD-300
quality of working life	LAB/ERC-220
railway employees/negotiations	LAB/PPT-035
United Nations	LAB/IRB-115
wage, operation and policy research	LAB/LDB-165
wage rates and working conditions	LAB/LDB-175
women/reports and statistics	LAB/WEA-020
<b>Labour force survey</b>	STC/HLD-035
data	EIC/SPP-650
<b>Labour-management relations</b>	
policy development	FIN/SPD-300
<b>Labour market</b>	
development policies	EIC/LMD-290
economic developments	EIC/SPP-715
imbalances	EIC/SPP-715
imbalances between supply and demand	EIC/SPP-635
manufacturing industry	EIC/LMD-380
natural resources	EIC/LMD-370
planning and adjustment	EIC/LMD-335
policies and information management	EIC/LMD-310
research	ECC/PAA-075
service industry	EIC/LMD-375
strategies and policies	EIC/SPP-710
studies	EIC/SPP-705
technological changes, analysis of	EIC/SPP-715
worker mobility	EIC/EMP-430
<b>Labour organizations</b>	
membership information	LAB/LDB-170
<b>Labour practices, unfair</b>	
complaints	CLR/OPS-010
<b>Labour relations</b>	
federal-provincial	LAB/SPF-120
general information	LAB/MCB-065
preventive mediation	LAB/MCB-075
specific industrial enquiries	LAB/MCB-070
<b>Labour standards</b>	
complaints	LAB/ERC-185
enquiry commissions	LAB/ERC-200
regulation development and revision	LAB/ERC-180
<b>Labour unions</b>	
membership data	STC/IOF-440

Key Words	CoR No.	Key Words	CoR No.
<b>Lands (standard class of records)</b> see institution identifier with 907, if available, in chapter concerning relevant institution		<b>Law, commercial</b> research	LRC/LRS-055
<b>Land (see also Canada Lands; Property)</b> acquisition and disposition of veterans' land administration, Correctional Service	VAC/VLA-070	<b>Law, criminal</b> research	LRC/LRS-015
Canada	CPS/EAP-065	research into trial procedure	LRC/LRS-025
agricultural, research	DOA/RER-195	study of offences	LRC/LRS-020
data systems and services	DOE/ECS-170	<b>Law, economic</b> international	DEA/JCX-015
eligibility of veterans for assistance	VAC/VLA-055	<b>Law enforcement</b> against international terrorists	CMP/OPD-285
native peoples	INA/HIA-060	commercial crime	CMP/CID-045
owned by Canada Mortgage and Housing Corporation	CMH/PSO-085	federal	SGC/PSB-015
policy on management of federal	TBS/APB-070	identification services	CMP/OPD-335
residential development	CMH/PSO-085	in the north	INA/NAP-195
settlements, federal	NCC/PRB-055	photography and audiovisual aids	CMP/IDD-125
settlements of claims	DOE/ECS-155	police community relations	CMP/OPD-265
uses of federally owned, NCR	NCC/PLB-080	technical and electronic support	CMP/CID-040
veterans	VAC/VLA-050	technical and physical surveillance services	CMP/OPD-310
veterans on provincial and Crown land	VAC/VLA-065	<b>Law, family</b> studies of federal legislation	LRC/LRS-045
veterans/mines, minerals, surface rights	VAC/VLA-110	<b>Law, international</b> public and private	DEA/JCX-020
<b>Land and property transactions</b> government liaison	NCC/SEC-010	<b>Law, labour</b> research	LRC/LRS-060
legal aspects	NCC/SEC-015	<b>Law, military</b> studies on the rules of evidence	LRC/LRS-035
<b>Land management</b> oil and gas exploration	EMR/CGA-080	<b>Law of the Sea</b> minerals	EMR/MPS-575
oil and gas exploration and production	INA/NAP-340	<b>Law reform</b> court evidence	LRC/LRS-040
oil and gas/north	INA/NAP-310	methodology of study and research	LRC/LRS-005
<b>Land, properties and buildings</b> Indian Affairs and Northern Development	INA/ADM-370	obstruction of justice	LRC/LRS-020
	INA/ADM-375	pre-trial and trial sentencing	LRC/LRS-025 LRC/LRS-030
<b>Land, rescissions and resales</b> under Veterans Land Act	VAC/VLA-120	<b>Layoffs and terminations</b> general information	LAB/ERC-210
<b>Land surveys</b> National Capital Region	NCC/PRB-075	<b>Leather industry</b> records	STC/IND-325
<b>Land transfer</b> loan administration	FCC/ADM-080	<b>Leave and pay</b> general information	LAB/ERC-215
<b>Land use</b> ecological research	DOE/ECS-160	<b>LeBreton Flats Project, Ottawa</b>	CMH/PDR-235
in the north	NCP/OEB-030	<b>Leeward and Windward Islands</b> Canadian aid	IDA/BMD-435
monitoring	DOE/ECS-160	<b>Legal agreements</b> government liaison	NCC/SEC-010
National Capital Region inventories	NCC/PRB-055	<b>Legal aid</b> statistics	STC/CCJ-160
National Capital Region plans	NCC/PLB-085	<b>Legal metrology</b> <i>Organisation internationale de Métrologie</i> légale	CCA/BCA-050 CCA/BCA-065
Ottawa Greenbelt	NCC/PRB-070	<b>Legal suits</b> against the NCC	NCC/SEC-015
planning/Yukon and Northwest Territories	INA/NAP-265	<b>Legal surveys</b> National Capital Region	NCC/PRB-075
policy and advice	DOE/ECS-155		
research	DOE/ECS-165		
territorial lands under DIAND	INA/NAP-250		
Western community pastures	DOA/PFA-510		
<b>Landscaping</b> government master specifications	PWC/PWC-020		
<b>Laser and plasma physics, research in</b>	NRC/DPH-530		
<b>Laser chemistry</b>	NRC/DCH-205		
<b>Laser techniques</b>	NRC/DCH-230		
<b>Latin America</b> Canadian aid	IDA/BMD-445 IDA/MVP-200		
<b>Law (see also Legislation)</b> maritime and international environment	DEA/JCX-010		
research in whole area of life and death	LRC/LRS-065		
women	ASW/RES-025		
<b>Law, administrative</b> study of federal agencies	LRC/LRS-010		

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<b>Legislation (see also Law)</b>		<b>Licences</b>	
anti-dumping, countervailing and surtax	RCC/CPE-240	broadcasting	CRT/SEC-040 DOC/SMB-200
<b>Legislation</b>		broadcasting and telecommunications	
drafting instructions	JUS/JUS-020	carriers	CRT/TEL-125
drafts and amendments	FCC/ADM-005	broadcasting, applications and public	
employment	EIC/SEC-035	hearings	CRT/COR-110
national defence	DND/JAG-020	decisions on applications for broadcasting	CRT/SEC-055
proposed amendments/income tax	RCT/LEG-065	duty-free shops	RCC/CPE-275
recommendations for changes/income tax	RCT/LEG-090	explosives	EMR/XPB-530
review and housecleaning	TBS/APB-205	financial returns, broadcasting	CRT/COR-065
rulings and interpretations/taxation	RCT/PSB-240	interventions regarding applications for,	
security, national	SIS/DDS-035	broadcasting	CRT/SEC-050
social	EIC/SEC-035	investigation, customs and excise	RCC/EPE-020
taxation	RCT/LEG-040	northern water resource management	INA/NAP-255
<b>Lesotho</b>		of occupation, National Capital Region	NCC/PRB-055
Canadian aid	IDA/BCD-475		NCC/PRB-060
<b>Letters patent</b>			APA/OPD-005
registration of	CCA/DRG-170		FIN/EDD-465
<b>Levies</b>			YTW/YTW-005
dairy funds used in skim milk production	CDC/MOP-095	<b>Licensing</b>	
dairy product export costs	CDC/SOP-060	air pilots, engineers, navigators and traffic	
<b>Library services</b>		controllers	DOT/DIC-105
Anglo-American Cataloguing Rules		Atomic Energy of Canada Limited	
(AACR)	NLC/CAT-060	facilities	AEB/FCM-170
aquisitions	NLC/CDB-030	atomic reactors	AEC/DRR-035
bibliographic network	NLC/ADM-015	biologics	DOA/FPI-005
cataloguing in publication (CIP)	NLC/CAT-040	customs brokers	RCC/CPE-340
cataloguing programs	NLC/CAT-050	dairy dealers and brokers	DOA/FPI-050
children's literature	NLC/PSB-115	excise	RCC/EPE-025
computer-based information systems/		fruit and vegetable dealers and brokers	DOA/FPI-050
services	NLC/LSC-070	grain elevators	DOA/CGC-570
council of federal libraries	NLC/ADM-010	guides and standards in nuclear energy	
cultural events	NLC/ADM-025	field	AEB/RRB-255
exhibit information	NLC/ADM-020	pest control products	DOA/FPI-005
federal government	NLC/ADM-005	seeds	DOA/FPI-110
handicapped and disabled persons	NLC/PSB-100	ships	DOT/MSS-215
information science reference material	NLC/PSB-095	taxpayers, excise	RCC/EPE-130
International Organization for		trade marks	CCA/COA-105
Standardization	NLC/CAT-055	veterinary products	DOA/FPI-005
machine-readable cataloguing (MARC)	NLC/CAT-065	<b>Lifesaving stations</b>	
micro-publishing of theses	NLC/CDB-035	Coast Guard	DOT/MSR-185
music manuscripts and recordings	NLC/PSB-085	<b>Lightning research</b>	NRC/DEE-285
national and international bibliographic		<b>Literary prizes and awards</b>	CAC/ART-005
projects	NLC/CAT-045	<b>Litigation and case files</b>	
native persons' rights	NLC/PSB-105	CMHC	CMH/GCC-015
newspaper/periodical holdings	NLC/PSB-080	<b>Livestock</b>	
non-official languages	NLC/PSB-130	and animal products statistics	STC/AGR-460
NRC	NRC/TTR-670	product grading and inspecting	DOA/FPI-035
official publications/Canadian and foreign	NLC/PSB-120	purebred, authentication of	DOA/RDB-455
penal institutions	CPS/ETD-180	quality and production efficiency	DOA/RER-220
policy issues	DOC/ACA-225	records of performance	DOA/RDB-430
Public Archives	PAC/PAL-135	registration and product standards	DOA/FPI-030
rare books	NLC/PSB-125	showcase herd, maintenance of	DOA/RDB-435
social sciences and humanities	NLC/PSB-110	sire loan programs	DOA/RDB-440
union catalogues	NLC/PSB-090	slaughtering and processing plants,	
user services	NLC/LSC-075	registration of	DOA/FPI-080
		superior breeding stock, identification and	
		improvement of	DOA/RDB-445
		supervision of stockyard sales	DOA/RDB-460
		Western beef cattle herds	DOA/PFA-510
		<b>Loan Accounting and Processing System (LAPS)</b>	
		Federal Business Development Bank	BDB/FLS-025



Key Words	CoR No.	Key Words	CoR No.
<b>Loan companies</b>		<b>M</b>	
annual inspection	CDI/MIS-010	<b>Machine-readable archives</b>	
general information	INS/OPS-005	acquisition of records	PAC/MRA-085
<b>Loan guarantees</b>		enquiries concerning	PAC/MRA-090
agricultural product marketing	DOA/MAE-255	federal institutions, information on	PAC/MRA-095
<b>Loans (see also Assistance, financial)</b>		operations concerning	PAC/MRA-080
cultural property	DOC/ACS-275	<b>Machinery and equipment</b>	
farm improvement	DOA/RDB-465	electrical	RIE/MEE-125
fishing vessels	DFO/FAA-095	general programs	RIE/MEB-165
Government of Canada, foreign	BOC/SEC-060	transportation	STC/IND-345
Government of Canada issues	BOC/SEC-050	<b>Machinery remission orders</b>	
Government of Canada, matured	BOC/SEC-055	tariffs	RCC/CPE-185
guaranteed by the Government of Canada	BOC/DED-280	<b>Macroeconomic analysis</b>	
guaranteed, federal government	FIN/GFD-780	energy policies	EMR/EPS-165
housing	CMH/GCC-005	<b>Made-in-Canada</b>	
immigrant transportation	EIC/IMM-130	enquiries	RCC/CPE-175
student	4SSC/ESP-010	status for excise	RCC/CPE-145
to veterans for housing	VAC/VLA-060	<b>Mail, air</b>	
<b>Loans and securities</b>		policies, rulings and rates	DOT/DIC-095
Government of Canada borrowings	BOC/PDD-305	<b>Malagasy Republic</b>	
<b>Loans, art</b>		Canadian aid	IDA/BFD-630
National Gallery	NMC/NGC-160	<b>Malawi</b>	
	NMC/NGF-265	Canadian aid	IDA/BCD-480
	NMC/NGH-305	<b>Malaysia</b>	
to exhibitions, governments, museums	NMC/NGA-115	Canadian aid	IDA/BSO-320
	NMC/NGD-185	<b>Maldives</b>	
to government residences, ministers' offices	NMC/NGB-135	Canadian aid	IDA/BFD-570
to institutions in Canada and abroad	NMC/NGE-225	<b>Mammals</b>	
<b>Loans, art and artifacts</b>		research	DOE/ECS-130
Museum of Man	NMC/MCC-555		NRC/BSC-100
	NMC/MMA-495	<b>Management consultant services</b>	
	NMC/MMB-525	federal government	DSS/MOS-155
	NMC/MME-615	<b>Management consulting, EIC in-house</b>	EIC/SYS-570
	NMC/MMF-645	<b>Management cost controls, federal</b>	OCG/PDB-080
	NMC/MMG-675	<b>Management development</b>	
Museum of Natural Sciences	NMC/NSA-320	research grants	SHR/STR-100
	NMC/NSB-340	training of Native peoples	INA/HIA-095
	NMC/NSC-355	<b>Management development, internal</b>	
	NMC/NSD-380	DIAND	INA/ADM-385
	NMC/NSE-405	<b>Management for Change (MFC)</b>	
Museum of Science and Technology	NMC/NSG-465	management skills/CIDA	IDA/SVP-235
Museums of Man	NMC/MST-695	<b>Management information services</b>	
natural sciences	NMC/MMD-585	NCC	NCC/FAB-105
to museummobile program	NMC/NSF-440	Revenue Canada, Taxation	RCT/MCD-020
to museums	NMC/NPG-055	taxation/EDP systems	RCT/PSB-295
<b>Local Employment Assistance Development</b>	NMC/CMS-035	<b>Management practices</b>	
<b>Local governments</b>	EIC/LMD-410	Customs and excise	RCC/CPE-400
statistics	STC/PUI-210	improvement of	OCG/PDB-115
<b>Local Initiatives Program (LIP)</b>	FIN/SPD-295	improvement of federal	OCG/MPB-030
<b>Locks</b>			OCG/MPB-035
St. Lawrence Seaway	SLS/ESB-070		OCG/PCU-015
	SLS/OMB-070		OCG/PDB-120
St. Lawrence Seaway (Eastern Region)	SLS/ODE-045	<b>Management systems</b>	
St. Lawrence Seaway (Western Region)	SLS/ODW-045	Customs	RCC/CPE-405
<b>Logging</b>		<b>Management training</b>	
northern Canada	INA/NAP-260	business	BDB/MTS-050
statistics	STC/IND-385		BDB/MTS-065
<b>Longitudinal Labour Force Tracking File</b>	EIC/SPP-650		NPB/NPB-025
<b>Lookout Index</b>	EIC/IMM-080	<b>Mandatory supervision</b>	
<b>Lord's Day Act</b>	CTC/MVT-250	<b>Manpower programs</b>	
<b>Lower Churchill Development Corporation</b>	EMR/CNP-215	policy development	FIN/SPD-290
financial policy	FIN/ERP-390	<b>Manufacturers</b>	
<b>Luminescent materials, research in</b>	NRC/DCH-230	equipment tax refund	RCC/EPE-085
		marketing and financial information	CIT/CIT-005
		special remission, customs duty	RCC/CPE-200

Key Words	CoR No.	Key Words	CoR No.
<b>Manufacturing</b>		<b>Marketing practices</b>	
advisory service	NRC/TTR-725	complaints	CCA/BCP-120
capital stock, statistics	STC/SCT-470	<b>Marriages</b>	
computerized	NRC/DME-430	registries	STC/HLT-095
inmates' products	CPS/IND-205	<b>Maryfield Project, Charlottetown</b>	
labour market development	EIC/LMD-380	housing	CMH/PDR-235
miscellaneous, records	STC/IND-340	<b>Masonic Park Project, St. John's</b>	
technology research	NRC/DME-425	housing design	CMH/NOS-165
<b>Manufacturing tax, marginal</b>		<b>Massey Awards</b>	CAC/ART-005
pending legislation	RCC/EPE-080	<b>Materials physics research</b>	NRC/DPH-550
<b>Manuscripts</b>		<b>Materiel management</b>	
preservation and restoration	PAC/RCD-205	Correctional Service Canada	CPS/MMD-095
<b>Mapping</b>		<b>Maternity benefits, eligibility for</b>	EIC/INS-165
topographical	EMR/SMB-430	<b>Mathematical modelling</b>	NRC/BSC-085
<b>Maps and charts</b>		<b>Mauritania</b>	
acquisition of for archives	PAC/NMC-055	Canadian aid	IDA/BFD-595
aeronautical	EMR/SMB-415	<b>McLuhan Teleglobe Canada Award</b>	CAC/ART-005
archival retention	PAC/NMC-065	<b>Meat products (see also Food; Food products)</b>	
Ecatour Maps	DOA/CFS-630	grading and inspecting	DOA/FPI-035
enquiries to National Map Collection	PAC/NMC-060	inspection and monitoring	DOA/FPI-075
gravity	EMR/PHB-340	inspection and monitoring of storage and	
marine navigational	DFO/OSS-080	processing plants	DOA/FPI-075
National Map Collection	PAC/NMC-050	standards and labelling	DOA/FPI-085
preservation and restoration	PAC/RCD-205	statistics	STC/AGR-460
publishing and sale	EMR/SMB-420	<b>Mechanical engineering, NRC research in</b>	NRC/DME-390
<b>Marine Analytical Chemistry Standards Program</b>	NRC/ARL-040	<b>Medals</b>	
<b>Marine and coastal areas</b>		acquisition of historical records	PAC/PID-125
environmental protection	INA/NAP-335	archival retention	PAC/PID-130
<b>Marine biosciences research</b>	NRC/ARL-045	manufacture	RCM/CAM-055
<b>Marine casualties and accidents</b>	DOT/MCI-150	preservation and restoration	PAC/PCD-200
<b>Marine facilities</b>		<b>Medical aid</b>	
wharves	DOT/MPH-140	refugees, policy concerning	EIC/IMM-125
<b>Marine industry</b>		<b>Medical biochemistry</b>	
development of benefits	RIE/IRB-090	laboratory medicine	NHW/CDC-180
<b>Marine law</b>		<b>Medical devices</b>	NHW/EHD-195
territorial and high seas	DEA/JCX-010	Health and Welfare field activities	NHW/FOD-215
<b>Marine meteorology</b>		<b>Medical electronics research</b>	NRC/DEE-280
TOUS	DOE/AES-355	<b>Medical examinations for entry to Canada</b>	EIC/IMM-095
<b>Marine pilotage</b>	DOT/MPH-145	<b>Medical Research Council</b>	
<b>Marine resources research</b>	DFO/OSS-075	grants to scientists	MER/PRB-060
<b>Maritius Island</b>		<b>Medical services</b>	
Canadian aid	IDA/BCD-485	prison inmates	CPS/HCO-335
<b>Market analysis</b>		veterans	VAC/VSF-025
Canada and abroad	DSS/HSO-005	<b>Medical statistics</b>	VAC/VSF-040
<b>Market development</b>		<b>Medicine (see also Health; Health and Safety)</b>	STC/HLT-080
agricultural products	DOA/MAE-255	aviation	DOT/DAM-130
program management	RIE/JMD-005	occupational	OHS/TES-015
<b>Market information service</b>		registration and safety of proprietary drugs	NHW/DDI-125
agricultural and food products	DOA/MAE-260	<b>Mental health</b>	
<b>Market Square Project, Saint John</b>		development and provision of services	NHW/HSD-270
housing	CMH/PDR-235	<b>Mergers</b>	
<b>Market structure</b>		combines	CCA/BCP-110
general	CCA/BPC-135	<b>Meso-met Network</b>	DOE/AES-360
<b>Marketing</b>		<b>Metallic corrosion and oxidation research</b>	NRC/DCH-210
agri-food industry, advice to government	DOA/MAE-265	<b>Metallurgical chemistry</b>	NRC/ARL-055
and	FPM/FPM-010	<b>Metals</b>	
Canadian agencies	FPM/FPM-005	manufacturing records	STC/IND-365
farm products		regulations, complaints, sampling and	
<b>Marketing boards</b>		testing of precious	CCA/BCA-020
agricultural and food industries	DOA/MAE-280	research	NRC/DCH-235
agriculture	FIN/EDD-485	research in heavy metals	NRC/BSC-105
information	FCC/ADM-070	<b>Meteor research</b>	NRC/HIA-355
<b>Marketing development</b>			
penal institutions	CPS/IND-195		

Key Words	CoR No.	Key Words	CoR No.
<b>Meteorite Observation and Recovery Project</b>	NRC/HIA-355	<b>Mines, minerals and surface rights</b>	
<b>Meteorology aviation</b>		veterans' lands	VAC/VLA-110
Rockliffe STOL Project	DOE/AES-350	<b>Minimum wages</b>	
<b>Meteorology training</b>		general information	LAB/ERC-225
professional development	DOE/AES-475	<b>Mining (see also Minerals; Mineral resources)</b>	
satellites	DOE/AES-365	atmospheric pollution	DOE/EPS-225
<b>Metric conversion</b>		financial policy	FIN/ERP-410
DND	DND/RDP-755	human resources	EMR/MPS-565
electricity and gas	CCA/BCA-055	international aid	IDA/RVP-760
of standards	SDC/NSB-005	labour market development	EIC/LMD-370
policies	CCA/BPC-160	quality of working life	EMR/MPS-565
standards	CCA/BCA-050	safety/Yukon	INA/NAP-295
weights and measures	CCA/BCA-060	uranium facilities	AEB/FCM-185
<b>Microbial diseases</b>		<b>Mint</b>	
in humans	NHW/CDC-185	chemical and metal analyses	RCM/QAA-100
<b>Microbial hazards</b>		coins, striking and processing of	RCM/CAM-050
in food	NHW/FDI-115	design engraving	RCM/ENG-065
<b>Microbiology research</b>		Gold Maple Leaf Bullion Coin	RCM/BRS-015
	NRC/ARL-060	gold transactions	RCM-MAM-075
	NRC/BSC-080	inventories and shipping	RCM/MAM-080
<b>Micrographics</b>		issue of circulating coin	RCM/MAM-085
advisory services	PAC/RMM-185	machines and tooling implements	RCM/ENS-060
standards	PAC/MSR-175	manufacture of minting tools and dies	RCM/TES-110
<b>Microstructural sciences, NRC administration of</b>		manufacturing supplies	RCM/MAM-070
research in	NRC/DMS-435	market research	RCM/MRD-010
<b>Migratory Bird Convention Act</b>		medals and medallions, striking and	
enforcement	DOE/ECS-110	processing of	RCM/CAM-055
<b>Migratory birds</b>		patent rights and registrations	RCM-MAD-040
biometrics	DOE/ECS-105	precious metal bullion, receiving and	
<b>Military see Armed Forces</b>		processing of	RCM/MAM-075
<b>Milk</b>		processes and operations	RCM/MAD-040
marketing agencies, provincial	CDC/SOP-040	production of foreign coins	RCM/INM-005
payment of subsidies for shipments	CDC/SOP-055	public relations	RCM/PUR-025
processing plants	CDC/SOP-040	quality standards	RCM/QAA-095
producers	CDC/SOP-035	refinery sales	RCM/BRS-020
production	CDC/SOP-045	refinery services	RCM/REF-105
shipments and levies	CDC/SOP-040	repairs and maintenance	RCM/TES-110
skim milk as animal feed	CDC/MOP-095	testing of bullion	RCM/QAA-100
subsidies for shipments, rules and		use of metals, precious metals, alloys	RCM/MAD-045
regulations on	CDC/SOP-050	<b>Mirabel</b>	
<b>Mineral fuels</b>		policy development	FIN/EDD-470
statistics	STC/IND-315	<b>Missile stability research</b>	NRC/NAE-500
<b>Mineral resources</b>		<b>Missing persons</b>	CMP/IDD-115
developing countries	IDA/YVP-055	<b>Mobile Exhibits Program</b>	
development in the north	INA/NAP-285	museums	NMC/NPG-045
mining rights in the north	INA/NAP-290	<b>Mobile homes</b>	
national parks	DOE/PKS-065	appraisals	CMH/NOS-175
on Indian lands	INA/HIA-055	building and community standards	CMH/PDR-195
research	EMR/DEX-005	<b>Mobile Satellite (MSAT) Program</b>	DOC/TIA-090
<b>Minerals (see also Mining)</b>		<b>Molecular beam epitaxy</b>	NRC/DMS-455
and metals, strategy	EMR/MPS-580	<b>Molecular biochemistry research</b>	NRC/BSC-115
assessment of commodities	EMR/MPS-580	<b>Molecular biophysics research</b>	NRC/BSC-120
economic analysis	EMR/MPS-560	<b>Molecular genetics research</b>	NRC/BSC-125
environmental assessment	EMR/EVA-060	<b>Molecular spectroscopy</b>	NRC/DCH-215
exploration and development	EMR/DEX-015		NRC/HIA-345
financial policy	FIN/ERP-410	<b>Molson Prizes</b>	CAC/ART-005
information services	EMR/MPS-570	<b>Monetary policy</b>	
international relations	EMR/MPS-575	American	BOC/MFA-145
issues	EMR/DEX-010	analyses	BOC/MFA-100
offshore rights	EMR/DEX-040	implementation	BOC/SEC-070
policies and strategies	EMR/MPS-555		
regional development	EMR/MPS-585		
research and development	EMR/CAB-450		
resource supply analysis	EMR/MPS-590		
resources/Canada Lands	EMR/CGA-065		
rights on Canada Lands	EMR/CGA-080		
technology, research and development	EMR/CAB-465		



Key Words	CoR No.	Key Words	CoR No.
<b>Monetary systems</b>		<b>Murders</b>	
international finance	FIN/IGB-050	statistics	STC/CCJ-135
<b>Money management</b>		<b>Museum Assistance Program</b>	NMC/NPG-080
market structure	CCA/BPC-135	<b>Museum of Man</b> see National Museum of Man	
<b>Money market analysis</b>	BOC/SEC-010	<b>Museum of Natural Sciences</b> see National Museum of Natural Sciences	
<b>Monopolies</b>		<b>Museum of Science and Technology</b> see National Museum of Science and Technology	
combines	CCA/BCP-110	<b>Museumbiles</b>	NMC/NPG-045
<b>Morocco</b>		artifact loans to	NMC/NPG-055
Canadian aid	IDA/BFD-625	exhibitions	NMC/NSC-350
<b>Mortgage companies</b>			NMC/NSF-415
balance-sheet data	BOC/MFA-110	specimens for exhibit	NMC/NSF-440
general information	FIN/FIM-150	<b>Museums</b> (see also National Gallery of Canada; National Museum of Science and Technology; National Museum of Natural Sciences)	
money market arrangements	BOC/SEC-010	acquisition of collections	NMC/CMS-015
payment systems	BOC/MFA-155		NMC/NGC-145
reports and returns	BOC/MFA-150	acquisitions of collections, policy	NMC/NGD-175
<b>Mortgage Insurance Fund (MIF)</b>	CMH/GCC-015	archaeological sites	NMC/NGA-095
	CMH/ISO-105	assistance programs	NMC/CMS-005
claims	CMH/ISO-110	board of trustees	NMC/NPG-080
repossession	CMH/ISO-125	Canadian Heritage Information Network	NMC/NPG-065
<b>Mortgage market</b>	CMH/ISO-150	conservation services and research	NMC/NPG-070
loan approvals	CMH/ISO-155	discovery train	NMC/NPG-060
<b>Mortgage Rate Protection Program (MRPP)</b>	FIN/FIM-160	exhibitions	NMC/CMS-010
<b>Mortgage underwriting</b>	BOC/MFA-120	exhibitions, expositions and fairs	NMC/NGA-090
<b>Mortgages</b>	CMH/ISO-160	international activities	NMC/NPG-075
default management	CMH/ISO-105	loan of artifacts	NMC/CMS-035
farming chattel	CMH/ISO-120	Mobile Exhibits Program	NMC/NPG-045
farming real estate	FCC/ADM-115	operations of the National Gallery	NMC/NGA-085
interest deferral	FCC/ADM-110	photographic reproduction processes	NMC/NGD-170
National Housing Act	CMH/ISO-135	planning and policy	NMC/CMS-025
registration of	CMH/ISO-115	policy issues	DOC/ACA-225
<b>Motor vehicle carriers</b>	CCA/DRG-170	program evaluation	NMC/CMS-030
acquisitions and mergers	CTC/MVT-255	publications	NMC/CMS-020
CTC Committee affairs	CTC/MVT-245	research by subject	NMC/CMS-025
extra-provincial	CTC/MVT-260	research, Canadian historical art	NMC/NGB-120
general information, regulations	DOT/DSH-260	<b>Music</b>	
Newfoundland	CTC/MVT-265	grants	CAC/MUS-100
Sunday trucking	CTC/MVT-250	manuscripts and recordings collections	NLC/PSB-085
uniform trucking regulations	CTC/MVT-270	<b>Musical Ride</b>	CMP/TRN-235
US-Canada trucking disputes	CTC/MVT-275	<b>Musicians</b>	
<b>Motor vehicles</b>		statistics	STC/ECT-195
consumer protection	CCA/BCA-045		
regulation and safety	DOT/DTS-275	<b>N</b>	
<b>Mozambique</b>			
Canadian aid	IDA/BCD-545	<b>Namibia (Southwest Africa)</b>	
<b>Multiculturalism</b>		Canadian aid	IDA/BCD-510
federal policy	SSC/CCP-050	<b>Narcotics control</b>	
<b>Multiple-unit housing</b>		RCMP	CMP/CID-055
design	CMH/NOS-165		CMP/OPD-290
sale of repossessed	CMH/ISO-150	<b>National accounts</b>	
<b>Municipal Development and Loan Board</b>	FIN/FPR-245	field operations	STC/NAC-225
<b>Municipal governments</b>		records	STC/GNP-230
statistics	STC/PUI-210	<b>National Advisory Council on Voluntary Associations</b>	SSC/CCP-060
<b>Municipal Improvement Assistance</b>	FIN/FPR-245	<b>National Aeronautical Establishment, NRC</b>	
<b>Municipal taxes and charges, DND</b>	DND/JAG-040	management of	NRC/NAE-465
<b>Municipalities</b>		<b>National Atlas of Canada</b>	EMR/SMB-400
assistance for family planning	NHW/HSD-280		
bond issues and foreign financing	FIN/FIM-175		
grants in lieu of property tax	PWC/PWC-090		
housing incentive grants	CMH/PSO-080		
money market arrangements	BOC/SEC-010		
residential land	CMH/PSO-085		
taxable status	RCC/EPE-030		
water and sewer grants	CMH/PSO-075		

Key Words	CoR No.	Key Words	CoR No.
<b>National Capital Region</b>		<i>(continued)</i>	
bilingualism grants	NCC/SEC-005	publications	NMC/NGA-105
cost-shared projects	NCC/SEC-020		NMC/NGC-155
federal-municipal relations	FIN/FPR-245		NMC/NGD-180
litigation and property settlements	NCC/SEC-015		NMC/NGE-220
maintenance	NCC/DEB-030		NMC/NGF-260
maintenance of facilities and buildings	NCC/DEB-030		NMC/NGG-280
Ont.-Que integrated development	NCC/PLB-085		NMC/NGH-300
policy and research	NCC/PLB-080	restoration services	NMC/NGD-195
project design	NCC/DEB-025	restorers	NMC/NGF-255
property development	NCC/PRB-060	specific artists and paintings	NMC/NGF-250
property leasing	NCC/PRB-065	<b>National Health Research and Development</b>	
property management and negotiation	NCC/PRB-055	<b>Program (NHRDP)</b>	NHW/ERD-335
recreational and cultural activities	NCC/PAB-040	<b>National Housing Act (NHA)</b>	CMH/GCC-005
surveys and mapping	NCC/PRB-075	federal-provincial agreements	CMH/GCC-010
tourism	NCC/PAB-050	finances	CMH/FMI-245
<b>National Centre for Productivity</b>		mortgage administration	CMH/ISO-115
effects on economy	FIN/SPA-090	Program evaluation	CMH/PDR-225
<b>National Commission on Inflation</b>	FIN/FPD-075	programs	CMH/GCC-015
<b>National Council on Welfare</b>		rural and native housing	CMH/GCC-010
reports	NHW/NCW-090	special internal audit	CMH/OAD-335
<b>National Crime Intelligence Services</b>	CMP/OPD-280	women	CMH/ODS-315
<i>National Defence Public Service Communiqué</i>	DND/PCA-620	<b>National Housing Loan Regulations (NHLR)</b>	CMH/GCC-005
<b>National Emergency Agency for Energy (NEAE)</b>		<b>National Income Accounts</b>	BOC/RES-085
general	EMR/ESB-145		BOC/RES-090
<b>National Emergency Agency for Human</b>		<b>National Indigenous Development Program</b>	PSC/SPB-035
<b>Resources (NEAHR)</b>	EIC/SEC-050	<b>National Job Bank</b>	
<b>National Energy Program (NEP)</b>	EMR/DEX-020	clearance system	EIC/EMP-435
general	EMR/EPS-160	development and maintenance	EIC/SPP-650
housing	CMH/CTS-340	<b>National Landmarks</b>	
<b>National Gallery of Canada (see also Museums)</b>		protection	DOE/PKS-070
acquisition of collections	NMC/NGC-145	<b>National Library Act</b>	
	NMC/NGD-175	acquisitions	NLC/CDB-030
acquisition of historical Canadian art	NMC/NGB-130	<b>National Map Collection</b>	
acquisition of prints and drawings	NMC/NGE-210	acquisitions	PAC/NMC-055
acquisitions	NMC/NGF-240	enquiries	PAC/NMC-060
	NMC/NGH-290	general information	PAC/NMC-050
art loans to and from Gallery	NMC/NGC-160	selection for permanent retention	PAC/NMC-065
art research and researchers	NMC/NGF-270	<b>National Mineral Collection</b>	NMC/NSC-345
artists' files	NMC/NGD-190	<b>National Museum of Man (see also Museums)</b>	
conservation of art	NMC/NGF-245	archaeological research	NMC/MMB-515
conservation of art on paper	NMC/NGE-215	collections and acquisitions	NMC/MCC-535
exhibitions	NMC/NGC-140		NMC/MMA-475
	NMC/NGD-165		NMC/MMB-505
	NMC/NGE-205		NMC/MMD-565
	NMC/NGF-235		NMC/MME-595
	NMC/NGG-275		NMC/MMF-625
	NMC/NGH-295		NMC/MMG-655
individual research dossiers on art objects	NMC/NGC-150	conservation of artifacts	NMC/MCC-540
laboratory operations	NMC/NGF-230		NMC/MMA-480
loan of art and sculpture	NMC/NGA-115		NMC/MMB-510
loans, art	NMC/NGF-265		NMC/MMD-570
	NMC/NGH-305		NMC/MME-600
loans of art and sculpture	NMC/NGD-185		NMC/MMF-630
loans of art to other institutions	NMC/NGE-225		NMC/MMG-660
operations	NMC/NGA-085	exhibitions	NMC/MCC-530
	NMC/NGE-200		NMC/MMA-470
	NMC/NGH-285		NMC/MMB-500
photographic services	NMC/NGA-110		NMC/MMD-560
planning of exhibitions	NMC/NGB-125		NMC/MME-590
			NMC/MMF-620
			NMC/MMG-650
		loan of exhibitions	NMC/MME-615
		loan of exhibitions, requests	NMC/MMF-645
		loans, art and artifacts	NMC/MMA-495

Key Words	CoR No.	Key Words	CoR No.
<b>National Museum of Man (continued)</b>		<b>National parks</b>	
loans of artifacts	NMC/MMG-675	administration, general	DOE/PKS-075
loans of exhibitions	NMC/MCC-555	attendance data	DOE/PKS-020
	NMC/MMB-525	botany	DOE/PKS-045
	NMC/MMD-585	engineering and architectural projects	DOE/PKS-035
publications	NMC/MCC-550	environmental protection	DOE/PKS-040
	NMC/MMA-490	financial policy	FIN/ERP-405
	NMC/MMD-580	forestry management	DOE/PKS-045
	NMC/MMF-640	health services for visitors	DOE/PKS-050
research	NMC/MMG-670	historical and contemporary information	DOE/PKS-030
	NMC/MMA-485	law enforcement	DOE/PKS-055
	NMC/MMD-575	management	DOE/PKS-010
	NMC/MMF-635	marine environment	DOE/PKS-060
	NMC/MMG-665	mineral resources	DOE/PKS-065
research on artifacts	NMC/MCC-545	policy and programs	DOE/PKS-010
research proposals, reports	NMC/MME-605	preservation of wildlife	DOE/ECS-140
research publications	NMC/MMB-520	socioeconomic projects	DOE/PKS-015
	NMC/MME-610	use, program evaluation	DOE/PKS-025
		water resources	DOE/PKS-080
<b>National Museum of Natural Sciences (see also Museums)</b>		wildlife	DOE/PKS-085
acquisition of collections	NMC/NSF-420	<b>National Personnel Records Centre</b>	PAC/NPR-165
	NMC/NSG-450	<b>National Photography Collection</b>	PAC/NPC-105
acquisitions and collections	NMC/NSA-310	<b>National Registration records</b>	STC/COP-020
	NMC/NSC-345	<b>National Registry of Pesticide Residues</b>	DOE/ECS-145
	NMC/NSC-370	<b>National shelter program</b>	
	NMC/NSE-395	emergencies	PWC/PWC-010
botanical publications	NMC/NSG-460	<b>National toponymic database (NTDB)</b>	EMR/SMB-415
conservation	NMC/NSC-365	<b>National Transportation Act</b>	CTC/RTC-060
	NMC/NSD-390	appeals of CTC decisions	DOT/COD-030
	NMC/NSF-425	PART III	CTC/MVT-260
curators' files, research	NMC/NSG-455	<b>National Treasure</b>	
exhibitions	NMC/NSA-315	export regulations	CPE/CPI-005
exhibitions	NMC/NSB-330	<b>National wildlife areas</b>	DOE/ECS-135
exhibitions	NMC/NSC-350	<b>Native Communications Program</b>	SSC/CCP-070
	NMC/NSC-400	<b>Native Friendship Centre Program</b>	SSC/CCP-070
	NMC/NSF-415	<b>Native Housing Secondment Program</b>	CMH/SP-070
	NMC/NSG-445	<b>Native peoples</b>	
loan, artifacts and specimens	NMC/NSD-380	band and regional information	INA/IIA-150
loan of specimens	NMC/NSE-405	band management and funding	INA/IIA-080
	NMC/NSF-440	business development and financing	INA/IIA-120
loans, art and artifacts	NMC/NSA-320	claims processing and negotiations	INA/ONC-365
loans, artifacts	NMC/NSB-340	claims settlement/western artic	INA/CPS-030
	NMC/NSC-355	community services	INA/IIA-090
loans of specimens	NMC/NSG-465	constitutional process and self-government	INA/CPS-045
public programs and publications	NMC/NSA-325	discussions with Indian Affairs and	
publications	NMC/NSB-335	Northern Development	INA/CPS-020
	NMC/NSC-360	economic development	INA/IIA-110
	NMC/NSD-375		INA/NAP-270
research	NMC/NSF-430		RIE/NED-325
research, invertebrate zoology	NMC/NSD-385	economic development funds	FIN/GFD-780
research publications	NMC/NSE-410	education in the north	INA/NAP-190
school loans program	NMC/NSA-320	educational needs	INA/IIA-105
scientific publications	NMC/NSF-435	effect of pipelines on	NPA/SEE-065
specimen identification	NMC/NSC-355	employment	PSC/SPB-040
tours	NMC/NSA-325	employment development	INA/IIA-115
<b>National Museum of Science and Technology (see also Museums)</b>		employment in the North	PSC/SPB-055
acquisitions of collections	NMC/MST-685	employment programs	EIC/EMP-465
conservation of artifacts	NMC/MST-690	farm loans	FCC/ADM-125
exhibitions	NMC/MST-680	financial policy	FIN/SPD-335
loans of exhibitions	NMC/MST-695	grants for advancement of Inuit culture	INA/NAP-205
<b>National Oil Policy Review, 1969</b>	NEB/OIL-190	harvest surveys	DOE/ECS-115
		health and social services in the north	INA/NAP-185
		health services	NHW/NHS-220
		historical information and statistics	INA/IIA-145



Key Words	CoR No.	Key Words	CoR No.
<i>(continued)</i>		<b>Natural gas (see also Gas; Oil and gas)</b>	
housing	CMH/GCC-010	by-products	NEB/ESB-295
	CMH/PSO-055	financial analysis	EMR/EPS-190
housing assistance	CMH/PSO-060	financial policy	FIN/ERP-420
	CMH/PSO-070	import and export licences	NEB/GAS-135
housing design aid	INA/IIA-085	liaison with US regulatory agencies	NEB/GAS-145
housing program evaluation	CMH/NOS-165	liquids, production of	NEB/ESB-285
increased participation in public service	CMH/PDR-225	marketing, pricing and transmission	EMR/PTS-305
Indian Act/policy coordination	TBS/PPB-315	pricing and marketing	NEB/GAS-130
Indian band government	INA/IIA-140	production	NEB/ESB-285
Indian band membership	INA/IIA-140	reserves	NEB/ESB-290
Inuit culture	INA/IIA-070	statistics	EMR/EPS-180
Inuit economic development,	INA/NAP-180	synthetic	NEB/ESB-295
relocation/Québec		tax pending legislation	RCC/EPE-080
Inuit programs	INA/CPS-025	<b>Natural resources</b>	
Inuvialuit claims settlement	SSC/CCP-070	native peoples	INA/IIA-065
justice and law enforcement in the north	INA/CPS-030	policy and program development/Indian	
land claims	INA/NAP-195	lands	INA/IIA-075
	DOE/ECS-115	pricing decisions	ECC/PAA-080
	DOE/ECS-155	<b>Naturalization Act</b>	SSC/CCP-045
	FIN/ERP-415	<b>Navigation, air</b>	
land holding, sales and leases, reserves	INA/IIA-060	civil aviation	DOT/DFS-080
management development training	INA/IIA-095	enforcement of regulations	DOT/DEL-125
management of natural resources	INA/IIA-075	systems and aids requirements	DOT/AAN-070
mineral resources	INA/IIA-055	<b>Navigation, marine</b>	
native peoples	INA/IIA-150	aids	DOT/MAW-155
natural resources	INA/IIA-065	communications and navigation aids	DOT/MTE-175
offenders	CPS/SCP-315	information on seamanship	DOT/MSS-205
oil and gas resources	INA/IIA-050	St. Lawrence Seaway	SLS/OMB-010
policing on native reserves	CMP/OPD-345	<b>Navigational charts, marine</b>	DFO/QSS-080
policing on reserves	CMP/CID-070	<b>Navigators, air</b>	
policy and programs, and claims		licensing	DOT/DIC-105
settlement/DIAND research	INA/CPS-040	<b>Navy, see Defence, maritime</b>	DND/MDO-170
policy coordination	INA/CPS-015	<b>Neighbourhood Improvement Program (NIP)</b>	CMH/PSO-090
policy development	INA/CPS-005	<b>Nepal</b>	
policy planning	INA/CPS-010	Canadian aid	IDA/BSD-280
preservation and study of burial grounds	NMC/CMS-005	<b>New Horizons</b>	
program evaluation/DIAND	INA/CPS-035	distribution of funds	NHW/NHD-400
research/Indian claims	NLC/PSB-105	<b>Newfoundland economic development</b>	ECC/PAA-100
reserves surveying	EMR/SMB-405	<b>Newspapers/periodicals</b>	
Residential Rehabilitation Assistance		collection/information	NLC/PSB-080
Program	CMH/PSO-090	<b>NHA see National Housing Act</b>	
Residential Rehabilitation Assistance		<b>Nicaragua</b>	
Program (RRAP)	CMH/PSO-065	Canadian aid	IDA/BMD-380
resource development	INA/IIA-130	<b>Niger</b>	
resource development/Manitoba	INA/IIA-135	Canadian aid	IDA/BFD-575
social development	INA/IIA-100	<b>Nigeria</b>	
support in economic development	INA/IIA-125	Canadian aid	IDA/BCD-490
training and development	PSC/SPB-035	<b>Nineteenth Annual Review</b>	ECC/PAA-065
veterans/land settlement	VAC/VLA-065	<b>NIOSHTIC</b>	
welfare assistance	NHW/ISP-395	CCOHS database	OHS/TES-040
women	ASW/RES-005	<b>NOACS</b>	EIC/EMP-455
<b>Native Social and Cultural Development Program</b>	SSC/CCP-070	<b>Non-government organizations (NGOs)</b>	
<b>NATO</b>		housing	CMH/ODS-310
defence activities	DEA/TFB-045	human rights support	SSC/CCP-035
Petroleum Planning Committee	EMR/ESB-145	overseas projects/CIDA	IDA/SVP-225
policy development	DEA/IFB-130	relations with CIDA	IDA/MVP-135
Senior Civil Emergency Planning		relations with CIDA	IDA/SVP-220
Committee	EMR/ESB-145	<b>Non-government organizations, international</b>	
transportation crisis management	DOT/DSE-065	<b>(INGOs)</b>	
		projects/CIDA grants	IDA/SVP-245

Key Words	CoR No.	Key Words	CoR No.
<b>Non-petroleum sources</b>		<b>Northern utilities</b>	
assessments	EMR/DEX-045	construction and improvement projects	NCP/OEB-055
energy conservation	EMR/CNP-210	electricity production and water treatment	NCP/OEB-045
market analysis	EMR/EPS-175	equipment and supplies	NCP/OEB-035
<b>Non-profit and cooperative housing</b>	CMH/PSO-055	hydraulic structures and facilities	NCP/OEB-040
program evaluation	CMH/PDR-225	hydro sites	NCP/OEB-020
<b>Non-profit organizations</b>		maintenance of grounds	NCP/OEB-015
registration for taxation	RCT/LEG-060	marketing of	NCP/CPA-005
<b>Non-smoking</b>		operations of commission for	NCP/OEB-010
public information programs	NHW/HPD-315	transmission and distribution lines	NCP/OEB-025
<b>NORAD</b>		transportation of materials	NCP/OEB-050
policy development	DEA/IFB-130	<b>Northumberland Strait crossing</b>	
<b>Norman Wells project</b>		policy development	FIN/EDD-470
management and regulation	INA/NPA-230	<b>Northwest Territories (see also Yukon and Northwest Territories)</b>	
<b>North Atlantic Free Trade Area</b>	FIN/IER-560	agreements and arrangements	INA/NAP-175
<b>North Atlantic Treaty Organization (NATO)</b>	DND/PPB-145	Criminal Code prosecutions	JUS/JUS-005
administration	FIN/IER-560	DIAND program planning	INA/NAP-160
<b>North-South Institute</b>	BOC/INT-225	financial agreements	FIN/FPR-255
<b>Northern Canada</b>		territorial government administration	INA/NAP-170
economic development	INA/NAP-270	<b>Nosology Reference Centre</b>	STC/HLT-105
environmental studies	INA/NAP-245	<b>Nuclear accidents</b>	
international relations	INA/NAP-200	financial liability	FIN/ERP-395
justice and law enforcement	INA/NAP-195	<b>Nuclear devices</b>	
oil and gas transportation	INA/NAP-210	manufacturers of	AEB/FCM-165
regulatory review	INA/NAP-215	<b>Nuclear energy (see also Atomic energy)</b>	
<b>Northern development</b>	INA/NAP-325	consultant organizations	AEC/ASB-115
advisory committee	INA/NAP-165	international organizations involved in	AEC/FCM-135
DIAND programs	INA/NAP-160	international policy and development	DEA/EFEB-100
employment	INA/NAP-280	international safeguards	AEB/PAB-215
financial policy	FIN/ERP-415	policy for non-proliferation of	AEC/FCM-120
financial policy, oil	FIN/ERP-420	policy planning	AEC/FCM-150
mineral resources	INA/NAP-285	policy, source, general	EMR/EPS-185
mining/mineral rights	INA/NAP-290	published material on	EMR/CNP-220
non-renewable resources	INA/NAP-315	regulatory documents	NEB/ESB-310
oil and gas exploration	INA/NAP-330	resource development	AEB/RRB-255
policy development	INA/NAP-155	safeguards	EMR/DEX-045
program evaluation/DIAND	INA/CPS-035	UN Disarmament Commission	AEC/FCM-150
social policies	FIN/SPD-365	uranium policy	AEC/FCM-145
territorial government administration	INA/NAP-170	visits to and from international organizations	AEC/FCM-130
<b>Northern laboratories</b>			
management and use	INA/NAP-225		AEB/PAB-215
<b>Northern Native Broadcast Access Program</b>	DOC/PLB-040	<b>Nuclear Energy Agency (NEA)</b>	
	SSC/CCP-070	energy conservation	EMR/CNP-210
<b>Northern Oil and Gas Action Program (NOGAP)</b>	INA/NAP-320	<b>Nuclear facilities</b>	
<b>Northern operations</b>		control regulations	AEB/PAB-235
EMR	EMR/CGA-105	design standards	AEC/ASB-095
<b>Northern Pipeline Act</b>		physical security	AEC/FCM-140
advisory councils to the Agency	NPA/ADM-015	quality assurance	AEC/ASB-110
delegated authority to Agency	NPA/ODO-040	safety requirements	AEC/DRR-090
<b>Northern pipelines</b>		<b>Nuclear Liability Act</b>	AEB/PAB-220
government programs	NPA/TRA-050	<b>Nuclear magnetic resonance techniques</b>	NRC/ARL-050
legal affairs	NPA/ADM-030	<b>Nuclear power</b>	
public affairs	NPA/ADM-035	financial policy	FIN/ERP-395
secretariat operations	NPA/ADM-010	<b>Nuclear reactors</b>	
<b>Northern Scientific Training Grants Program</b>	INA/NAP-220	financial policy	FIN/ERP-395
		<b>Nuclear war</b>	
		training and equipment of Armed Forces	DND/MPO-295
		<b>Nuclear weapons</b>	DND/ADO-265

Key Words	CoR No.	Key Words	CoR No.
<b>Numismatic products</b>		<b>Offenders</b>	
advertising	RCM/CNP-035	criminal justice systems	SGC/POL-115
design, production, marketing, distribution	RCM/CNP-030	juvenile	SGC/POL-105
foreign, contracts for production of	RCM/INM-005	juvenile justice	SGC/POL-100
inventories and shipping	RCM/MAM-080	special: females, native peoples	SGC/POL-115
<b>Nursing</b>	NHW/PNO-035	special programs for females	CPS/SCP-310
<b>Nursing Home Care Benefits Program</b>	NHW/ISP-395	youth	SGC/POL-100
<b>Nursing homes</b>			SGC/POL-105
building standards	CMH/PDR-195	<b>Office appliances (standard class of records)</b>	
<b>Nutrition</b>		see institution identifier with 911, if	
food quality	NHW/FDI-105	available, in chapter concerning relevant	
food quality regulations	NHW/FDI-120	institution	
good food practices information	NHW/HPD-310	<b>Office automation</b>	
related diseases and food habits	NHW/HSD-300	field trial	DOC/PLB-030
		planning	DOC/TIA-105
		research	DOC/REA-190
		<b>Office Communications Systems (OCS) Program</b>	DOC/TIA-100
		<b>Official and state visits</b>	
		to Canada	DEA/XDX-005
		<b>Official languages (standard class of records)</b>	
		See first, institution identifier with 923, if	
		available, in chapter concerning relevant	
		institution	
		<b>Official languages</b>	
		assistance to official language minorities	SSC/OLP-025
		Commissioner of Official Languages	
		studies and reports	TBS/OLB-250
		consultations concerning policies and	
		programs	TBS/OLB-255
		federal policy	TBS/OLB-240
		in education, financial assistance	SSC/OLP-030
		language training in public service	TBS/OLB-260
		NCC	NCC/FAB-095
		program administrative systems	TBS/OLB-265
		program audits	TBS/OLB-245
		promotion of	SSC/OLP-020
		summer language bursary program	SSC/OLP-030
		translation services, federal	SSC/OLP-015
		<b>Offshore</b>	
		earth physics	EMR/PHB-320
		engineering research	NRC/DME-415
		financial analysis of projects	EMR/EPS-190
		general programs	EMR/CGA-100
		mineral rights	FIN/FPR-260
		mining/resource evaluation	EMR/CGA-090
		Northern operations programs	EMR/CGA-105
		transportation of oil and gas	NEB/ERW-030
		<b>Oil</b>	
		emergency allocation	NEB/OIL-195
		liaison with US agencies	NEB/OIL-200
		pricing and compensation	EMR/PTS-310
		refining capacity and processing	NEB/OIL-235
		substitution programs	EMR/CRB-250
		supply and requirements, hearings on	NEB/OIL-220
		supply assessment	EMR/PTS-300
<b>Obstacles Report</b>	SSC/CCP-080		
<b>Occupational health and safety (see also Health and safety)</b>			
accident investigation	LAB/OSH-230		
acts and regulations	LAB/MSO-025		
diseases	OHS/TES-015		
drilling and development on Canada Lands	INA/NAP-355		
drilling for oil and gas	EMR/CGA-095		
federal-provincial labour relations	LAB/SPF-120		
library holdings CCOHS	OHS/TES-040		
mining/Yukon	INA/NAP-295		
NCC	NCC/FAB-095		
public service assistance programs	TBS/PPB-355		
public service health	NHW/HAS-225		
radiation exposure	NHW/EHD-200		
	NHW/EHD-210		
railway employees	LAB/OSH-255		
regulations	LAB/OSH-240		
research and statistics	LAB/OSH-245		
research information	MER/PPD-115		
surveys and studies	LAB/OSH-250		
women	ASW/RES-035		
<b>Occupational Health and Safety Law</b>	OHS/TES-035		
<b>Occupational health, safety and welfare (standard class of records)</b>			
see institution identifier with 922, if			
available, in chapter concerning relevant			
institution			
<b>Occupational Trade Analyses</b>	EIC/EMP-455		
<b>Occupational training</b>			
program information	FIN/SPD-305		
<b>Occupational trends, analysis of</b>	EIC/SPP-715		
<b>Occupations, classification of</b>	EIC/EMP-455		
<b>Occupations Entry Requirements, Canadian</b>	EIC/EMP-445		
<b>Ocean energy research</b>	NRC/DME-415		
<b>Ocean mapping</b>	DFO/OSS-080		
<b>Ocean Ranger accident</b>	EMR/CGA-095		
<b>Ocean resources</b>			
financial policy, water	FIN/ERP-405		
<b>Ocean science</b>			
departmental program evaluation	DFO/PPP-050		
<b>Oceanographic measurements and instrumentation</b>	NRC/DPH-520		
<b>Oceanography research</b>	DFO/OSS-075		
<b>OECD Manpower and Social Affairs Committee,</b>			
EIC projects involving	EIC/SPP-660		



Key Words	CoR No.	Key Words	CoR No.
<b>Oil and gas (see also Petroleum; Gas; Natural gas; Energy)</b>		<b>Oil spills</b>	
Canada Lands	EMR/CGA-065	contracts	DOE/AES-405
companies, financial information on	NEB/FRB-025	trajectories	DOE/AES-415
company sales and purchases	NEB/FRB-005	<b>Oil substitution</b>	
demand restraint	EMR/ESB-150	home energy	EMR/CRB-265
development, environmental aspects of	NEB/ERW-030	industrial sector	EMR/CRB-280
development in the north	INA/NAP-320	<b>Oilseeds</b>	
drilling and exploration/regulation	INA/NAP-360	development and marketing	DEA/TFB-040
drilling, occupational health and safety	EMR/CGA-095	research	DOA/CGC-575
emergency allocation planning	EMR/ESB-155	<b>Old Age Security (see also Income security programs; Seniors)</b>	
energy projects	EIC/LMD-355	financial policy	FIN/SPD-375
environmental protection/marine and coastal areas	INA/NAP-335	international agreements/accounts	NHW/ISP-390
exploration agreements	EMR/CGA-070	regional delivery/EDP systems	NHW/ISP-370
exploration and development	NEB/ESB-325	regional operations/accounts	NHW/ISP-375
exploration and development studies	EIC/LMD-355	<b>Olympic Corporation, federal involvement in Olympic Games</b>	TBS/APB-100
exploration and production/land	INA/NAP-340	temporary entry to Canada for	EIC/IMM-090
exploration in national parks	DOE/PKS-065	<b>Olympic Winter Games, 1988</b>	NHW/OWG-100
exploration, land management	EMR/CGA-080	<b>Olympus satellite program</b>	
export licences	NEB/OOS-095	Canadian participation	DOC/TIA-085
	NEB/SSB-085	<b>Ontario Hydro</b>	
federal-provincial negotiations	FIN/ERP-420	St. Lawrence Seaway	SLS/ESB-095
financial policy	FIN/ERP-420	<b>Open House Canada</b>	SSC/CCP-065
human resource planning	EIC/LMD-355	<b>Open market operations</b>	
import and export policies	FIN/IER-580	financial, statistics	BOC/SEC-030
lands management/north	INA/NAP-310	<b>Operations research studies</b>	
marine operations, environmental protection	EMR/CGA-075	Revenue Canada, Taxation	RCT/LEG-120
Norman Wells project	INA/NPA-230	<b>Optical disc advisory services</b>	PAC/ODA-190
offshore, transportation of	NEB/ERW-030	<b>Optical physics, measurement standards in</b>	NRC/DPH-535
parliamentary enquiries	NEB/OOS-105	<b>Optics research</b>	NRC/DPH-540
Petroleum Incentives Program	EMR/PNA-130	<b>Order of Canada</b>	CAC/ART-005
pipeline projects	NEB/PEO-060	<b>Organic chemistry research</b>	NRC/DCH-220
policies	EMR/PTS-285	<b>Organisation internationale de Métrologie légale</b>	CCA/BCA-065
policy analysis	EMR/CGA-085	<b>Organization for Economic Cooperation and Development (OECD)</b>	
policy development/exploration	INA/NAP-345		BOC/INT-225
procurement plans/north	INA/NAP-330		EMR/DEX-025
reserves	NEB/ESB-290		EMR/EPS-195
reserves and potential on Canada Lands	INA/NAP-350		FIN/IER-560
resource assessment	EMR/PTS-295		RIE/POL-245
resource evaluation	EMR/CGA-090		FIN/IFD-660
resources on Indian lands	INA/IIA-050		CMH/ODS-310
safety/drilling	INA/NAP-355		DEA/EFFB-080
spills, reports on	NEB/ERW-045		FIN/SPA-100
storage	NEB/ESB-330		FIN/IGB-050
taxation and duties	NEB/FRB-015		LAB/IRB-110
transportation/north	INA/NAP-210		IDA/YVP-015
uniform accounting regulations	NEB/FRB-020		LAB/WEA-010
<b>Oil and Gas Production and Conservation Act</b>	EMR/CGA-065		
<b>Oil condensates and products</b>			
export control	NEB/OIL-215		
<b>Oil, crude</b>			
availability	NEB/OIL-205		
exchange agreements	NEB/OIL-225		
export charges	NEB/OIL-210		
export control	NEB/OIL-215		
pipeline capability	NEB/OIL-205		
production	NEB/ESB-285		
refinery production	NEB/OIL-230		
<b>Oil Export Tax</b>	FIN/TAC-755		
<b>Oil policy, national</b>	NEB/OIL-190		
<b>Oil sands projects</b>			
financial analysis	EMR/EPS-190		
		<b>administration</b>	
		Canadian participation	
		coordination	
		housing	
		international economic relations	
		international finance and trade	
		international finance	
		labour	
		studies, positions and decisions	
		women/labour	
		<b>Organization of American States (OAS)</b>	
		policies and programs	FIN/IFD-650
		<b>Organization of Petroleum Exporting Countries (OPEC)</b>	
		policy development	EMR/EPS-195
			FIN/IER-585
		<b>Ornithology</b>	
		all aspects of wildfowl	DOE/ECS-120
		<b>Orthotics research</b>	NRC/DEE-280
		<b>Ottawa Greenbelt</b>	NCC/PRB-070
		<b>Ottawa River Hydraulic Laboratory</b>	NRC/DME-415
		<b>Ottawa River Solar Observatory</b>	NRC/HIA-340
		<b>Outreach Program</b>	EIC/EMP-440

Key Words	CoR No.
<b>P</b>	
<b>Packaging</b>	
consumer products	CCA/BCA-015
food	CCA/BCA-010
<b>Paintings see Art</b>	
<b>Pakistan</b>	
Canadian aid	IDA/BSD-290
<b>Panama</b>	
Canadian aid	IDA/BMD-385
<b>Paper products</b>	
product control	CCA/BCA-075
<b>Paper products and printing</b>	
records	STC/IND-360
<b>Paperburden reduction</b>	
policies and procedures/Transport Canada	DOT/DSE-050
<b>Pari-mutuel betting</b>	
regulation and supervision	DOA/FPI-180
<b>Parks Canada</b>	
engineering and architectural projects	DOE/PKS-035
environmental protection	DOE/PKS-040
flora	DOE/PKS-045
health services for visitors	DOE/PKS-050
historic parks and sites	DOE/PKS-090
historical and contemporary information	DOE/PKS-030
justice and law enforcement	DOE/PKS-055
land management	DOE/PKS-010
marine environment	DOE/PKS-060
mineral resources	DOE/PKS-065
National Landmarks	DOE/PKS-070
national parks	DOE/PKS-075
policy and programs	DOE/PKS-005
public use information	DOE/PKS-020
socioeconomic information	DOE/PKS-025
socioeconomic projects	DOE/PKS-015
water resources	DOE/PKS-080
wildlife	DOE/PKS-085
<b>Parkways and roadways</b>	
National Capital Region	NCC/SEC-020
<b>Parliament Hill</b>	
maintenance	NCC/DEB-030
<b>Parliamentary matters</b>	OCG/PCU-020
<b>Parliamentary questions/information</b>	
Transport Canada	DOT/DSE-055
<b>Parole</b>	
aspects of release	NPB/NPB-035
eligibility	NPB/NPB-030
issues	SGC/POL-075
mandatory supervision	NPB/NPB-025
panel hearings and reviews	NPB/NPB-040
preparation for inmates' release	CPS/CMD-250
temporary absences	NPB/NPB-025
violations	NPB/NPB-045
<b>Parole supervision</b>	
community residential centres	CPS/SCP-290
private sector agencies	CPS/SCP-280
programs	CPS/SCP-295
<b>Particle accelerators</b>	
general	AEC/DRR-075
<b>Passenger Entry Processing and Tariff Programs</b>	RCC/CPE-280
<b>Passengers, air</b>	
policies, rulings and rates	DOT/DIC-095

Key Words	CoR No.
<b>Passports</b>	
Canadian citizens	DEA/SFB-215
illegal issue and possession	CMP/CID-060
lost or stolen	CMP/OPD-285
regulations and procedures	EIC/IMM-070
stolen	CMP/IDD-115
<b>Patents</b>	NRC/EXE-010
Armed Forces	DND/RSD-740
general information	CCA/COA-100
research	CCA/BPC-145
<b>Pay</b>	
general information	LAB/ERC-215
<b>Pay administration</b>	
public service	DSS/ROS-070
	DSS/ROS-090
	NRC/BSC-105
<b>PCB Study (Regina), NRC</b>	
<b>Peat</b>	
research	NRC/ARL-055
	NRC/DEN-330
<b>Penal and correctional enquiries</b>	
Correctional Service Canada	CPS/SDC-140
<b>Penitentiaries</b>	
access to information enquiries	CPS/COM-020
accommodation	CPS/EAP-050
books and publications	CPS/COM-015
buildings and properties	CPS/EAP-045
chaplains	CPS/CHA-265
compensation for inmates' injuries	LAB/OSH-235
construction	CPS/TSB-025
contingency emergency plans	CPS/OSD-355
contraband and dangerous substances	CPS/OSD-360
design	SGC/POL-095
discipline, punishment, segregation	CPS/OSD-365
electronics and telecommunications	CPS/TSB-030
facilities planning	CPS/TSB-040
farm	CPS/ABD-155
fire safety	CPS/EAP-060
food services	CPS/FSD-090
heating	CPS/EAP-075
hostage taking	CPS/OSD-385
incident investigation	CPS/SDC-135
incidents and assaults	CPS/PSD-405
industrial operations	CPS/IND-190
industrial shops	CPS/IND-215
information services	CPS/COM-010
inmate affairs	OCI/CIN-025
inmate committees	OCI/CIN-010
inmate complaints	OCI/CIN-030
library services	CPS/ETD-180
marketing development	CPS/IND-195
operational security	CPS/OSD-350
population management	CPS/IPM-390
procurement services	CPS/MMD-110
programs	SGC/POL-095
security	CPS/SER-345
security electronics equipment	CPS/TSB-035
security equipment	CPS/OSD-375
security reviews	CPS/OSD-380
special enquiries	OCI/CIN-020
statistics and reports	OCI/CIN-015
utilities	CPS/EAP-070
visits by Office of the Correctional Investigator	OCI/CIN-005
<b>Pension Act</b>	
interpretation of	VAC/PRB-005

Key Words	CoR No.	Key Words	CoR No.
<b>Pension Benefits Standards Act</b> financial policy	INS/OPS-010 FIN/SPD-360	<b>Peru</b> Canadian aid	IDA/BMD-355
<b>Pension Fund, internal</b> Canada Mortgage and Housing Corporation	CMH/FMI-250	<b>Pest Control Products Act</b>	DOA/FPI-130
<b>Pension Review Board</b> adjudication, appeals and interpretation	VAC/PRB-005	<b>Pest control products, licensing and use of</b>	DOA/FPI-005
<b>Pensions</b> adjudication/veterans amendments to, taxation appeal proceedings benefits for children of veterans civilian and war veterans civilian wartime service coverage policy and legislation/taxation employer-sponsored plans, actuarial services financial policy government plans, actuarial services plans subject to Pension Benefits Standards Act public servants public service records research and legislation research on eligibility of veterans schemes for public servants supplementary/veterans to veterans for disability or death to veterans/disability to widows and dependants of veterans veterans' entitlement war veterans' allowances women	VAC/BPA-005 RCT/LEG-055 PAB/PAB-005 VAC/CPC-030 VAC/WVA-010 VAC/CPC-035 RCT/PSB-150  INS/ACT-020 FIN/SPD-360 INS/ACT-015  INS/OPS-010 TBS/PPB-370 DSS/ROS-075 STC/LAB-065 LAB/EIR-135 VAC/BPA-010 TBS/PPB-380 VAC/CPC-025 VAC/CPC-010 VAC/CPC-020 VAC/CPC-015 VAC/CPC-005 VAC/WVA-005 ASW/RES-010 ASW/RES-020	<b>Pesticides</b> evaluation of national field compliance program registration of registration review research wildlife  <b>Peter Dwyer Scholarships</b> <b>Petro Canada</b> financial policy <b>Petro-Canada International Assistance Corporation</b> <b>Petroleum (see also Oil and gas)</b> assessment of sources and reserves Canadian ownership  Canadian ownership regulations Canadianization of industry emergency allocation planning emergency rationing labour market development leasing market analysis policy advice to FIRA policy planning pricing and compensation  resource assessment sources/general supplies allocation transportation, refining and marketing <b>Petroleum and gas revenue taxes</b> assessment of returns <b>Petroleum and petroleum products research</b> <b>Petroleum Corporations Monitoring Act</b> <b>Petroleum export</b> taxation and duties <b>Petroleum gas, liquefied</b> import and export licences <b>Petroleum incentive payments</b> economic effects <b>Petroleum Incentives Administration (PIA)</b> general <b>Petroleum Incentives Program (PIP)</b> Act general policy <b>Petroleum Monitoring Agency (PMA)</b>  <b>Philippines</b> Canadian aid <b>Photochemistry research</b> <b>Photogrammetric research</b> <b>Photographic reproduction</b> museums <b>Photographic services</b> National Gallery of Canada	DOA/FPI-135 DOA/FPI-140 DOA/FPI-130 DOE/EP-275 NRC/BSC-105 DOE/ECS-145 CAC/ART-005  FIN/ERP-420 EMR/EP-195  EMR/PTS-285 EMR/PNA-110 EMR/PNA-120 EMR/PNA-115 EMR/PNA-130 EMR/ESB-155 EMR/DEX-030 EIC/LMD-370 FIN/IER-580 EMR/EP-175 EMR/EP-170 EMR/EP-185 EMR/DEX-055 EMR/PTS-310 EMR/PTS-295 EMR/DEX-050 EMR/ESB-135 EMR/PTS-290  RCT/PSB-140 NRC/DME-405 EMR/EP-205 NEB/FRB-015 NEB/GAS-135 FIN/SPA-085 EMR/DEX-055 EMR/PNA-110 EMR/CGA-065 EMR/PNA-110 EMR/PNA-125 EMR/PNA-130 EMR/DEX-055 EMR/EP-205  IDA/BSD-305 NRC/DCH-225 NRC/DPH-545 NMC/NGD-170 NMC/NGA-110
<b>Pensions and insurance (standard class of records)</b> see institution identifier with 924, if available, in chapter concerning relevant institution			
<b>Performing Arts Venture Capital Fund</b>	CAC/TOO-120		
<b>Permafrost</b> studies	EMR/PHB-335		
<b>Permits</b> firearms hunting in national parks National Capital Region	CMP/IDD-110 DOE/PKS-085 NCC/PAB-040		
<b>Personal data systems</b> federal government	DSS/MOS-160		
<b>Personal use items</b> product control	CCA/BCA-075		
<b>Personnel (standard class of records)</b> see institution identifier with 918, if available, in chapter concerning relevant institution			
<b>Personnel</b> customs  data administration/federal government data systems/federal government NCC security clearance	RCC/CPE-160 RCC/CPE-395 DSS/ODD-175 DSS/MOS-165 NCC/FAB-095 CPS/PSD-415		
<b>Personnel Management Information System (PMIS)</b> <b>Personnel Management Manual</b>	TBS/PPB-405 TBS/PPB-360		



Key Words	CoR No.
<b>Photographs</b>	
acquisition and preservation	PAC/NPC-100
historical	PAC/NPC-110
National Photography Collection	PAC/NPC-105
preservation and restoration	PAC/PCD-200
<b>Photography</b>	
archival services	PAC/PSD-195
in law enforcement	CMP/IDD-125
<b>Photography, aerial</b>	
National Capital Region	NCC/PRB-075
<b>Physical sciences, NRC administration of research activities in</b>	NRC/DPH-505
<b>Pilotage</b>	
St. Lawrence Seaway	SLS/OMB-010
<b>Pilotage, marine</b>	
marine	DOT/MPH-145
<b>Pilotage services</b>	
Atlantic region	APA/OPD-005
Great Lakes	GLP/OPE-005
Great Lakes, tariffs	GLP/OPE-010
laurentian region	LPA/OPR-005
Pacific region	PPA/OPE-005
tariff setting	PPA/OPE-010
tariffs	APA/OPD-010
	LPA/OPR-010
<b>Pilots</b>	
shipping	APA/OPD-005
<b>Pilots, air</b>	
licensing	DOT/DIC-105
<b>Pipeline companies</b>	
accounting and auditing records	NEB/FRB-010
environmental cooperation	NEB/ERW-050
liaison with NEB	NEB/PEO-075
rates, tolls and tariffs	NEB/FRB-005
	NEB/SSB-085
setting of tolls	NEB/ECB-270
<b>Pipelines (see also Alaska Highway Gas Pipeline)</b>	
acquisition of land	NPA/SRU-085
activities and projects	EMR/DEX-050
Alaska Highway Gas (B.C.)	NPA/ADM-025
Alaska Highway Gas (Yukon)	NPA/ADM-020
applications and reasons for decision on construction	NEB/SSB-085
applications, information on construction	NEB/PEO-080
applications to operate	CTC/CPT-285
certificates, licences, orders	NEB/OOS-095
complaints concerning construction	NEB/ERW-040
cooperation with associations, committees	NEB/PEO-075
costs and technology	CTC/CPT-290
daily operations during construction	NPA/SRU-080
damage and injury, reports on	NEB/PEO-070
delegation of authority to the Agency	NPA/TRA-050
engineering aspects	NPA/EDU-100
engineering design and development	NPA/EDU-095
environmental aspects of	NEB/ERW-035
environmental aspects of construction	NEB/ERW-055
environmental assessment and surveillance	NEB/ERW-055
environmental impact	NPA/SEE-070
financial analysis	EMR/EPs-190
financial policy	FIN/ERP-420
industrial benefits of Alaska Highway Gas Pipeline	NPA/TRA-055
interventions and appeals on construction	NEB/PEO-080
legal affairs of Agency	NPA/ADM-030
legal cases	NEB/LAW-120

Key Words	CoR No.
<i>(continued)</i>	
logistics transportation	NPA/TRA-045
manpower needed for Alaska Highway Gas Pipeline	NPA/SEE-075
Norman Wells project	INA/NPA-230
occupational health and safety	EMR/CGA-095
oil and gas transportation/north	INA/NAP-210
oil and gas treaty	FIN/IER-580
operation and maintenance	NEB/PEO-065
parliamentary enquiries	NEB/OOS-105
policy	NPA/COM-005
pricing and compensation	EMR/PTS-310
project scheduling and monitoring	NPA/SRU-090
public affairs of Agency	NPA/ADM-035
right-of-way	NPA/SRU-085
routing of	NEB/ERW-040
social and cultural effects	NPA/SEE-065
socioeconomic impact	NEB/ECB-265
socioeconomic issues	NPA/SEE-060
standards	CTC/CPT-295
standing panel files	NEB/SSB-090
statutes and regulations, amendment of	NEB/LAW-115
<b>PLACE</b>	EIC/EMP-450
<b>Planetary sciences research</b>	NRC/HIA-355
<b>Plant Biotechnology Institute, administration and services of</b>	NRC/PBI-560
<b>Plants</b>	
cell technology	NRC/PBI-580
domestic control of pests	DOA/FPI-165
ecology research	DOA/CFS-680
export control	DOA/FPI-160
health programs	DOA/FPI-175
identification and analysis of pests	DOA/FPI-170
import permits	DOA/FPI-155
microbial research	NRC/PBI-570
molecular genetics	NRC/PBI-585
prevention of disease	DOA/FPI-155
products technology	NRC/PBI-565
quarantine	DOA/FPI-155
<b>Plasma dynamics research</b>	NRC/DME-410
<b>Plasma studies</b>	NRC/HIA-355
<b>Plastics industry</b>	
records	STC/IND-335
<b>Plastics research</b>	NRC/DCH-190
<b>Poison control</b>	
information	NHW/CDC-170
<b>Polar Continental Shelf Project</b>	
information for field parties	EMR/PSP-445
logistical support	EMR/PSP-445
management and functions	EMR/PSP-435
operations	EMR/DEX-010
scientific investigations	EMR/PSP-440

Key Words	CoR No.	Key Words	CoR No.
<b>Police (see also RCMP)</b>		<b>Policy</b>	
academic training for recruits	CMP/DEP-245	agricultural, economic and industrial	CCA/BPC-140
at airports	CMP/OPD-300	capital and industrial goods sector	RIE/PPC-105
	CMP/PRO-150	citizens' advisory committees/Correctional	
community relations	CMP/OPD-265	Service Canada	CPS/SCP-285
educational programs	SGC/POL-080	coordination/Indian affairs	INA/CPS-015
federal statutes	CMP/CID-085	coordination/Indian band government and	
general RCMP detachment operations	CMP/OPD-305	land claims settlement	INA/HIA-140
municipal services	CMP/CID-090	Department of Finance, internal analysis	FIN/SPA-080
on native reserves	CMP/CID-070	development of the north	INA/NAP-155
	CMP/OPD-345	development/Canada Mortgage and	
physical subjects for recruits	CMP/DEP-250	Housing Corporation	CMH/PDR-215
provincial services	CMP/CID-090	development/Department of Justice	JUS/JUS-030
RCMP college	CMP/TRN-240	development/Indian affairs	INA/CPS-005
RCMP information centre	CMP/RSU-220	development/oil and gas on Canada Lands	INA/NAP-345
<b>Policies and procedures</b>		development/Transport Canada	DOT/PPD-010
access to information, EIC	EIC/SEC-040	energy	EMR/EPS-185
advisory services/Farm Credit Corporation	FCC/ADM-030	general/DRIE	RIE/POL-210
anti-dumping and countervailing legislation	RCC/CPE-240	government liaison	NCC/SEC-010
art conservation, National Gallery	NMC/NGE-215	identification and evaluation/DRIE	RIE/POL-220
balance of payments	BOC/INT-240	international	CCA/BPC-145
broadcasting	CRT/COR-090	metric conversion	CCA/BPC-160
Canada Mortgage and Housing		mineral exploration and development	EMR/DEX-015
Corporation	CMH/GCC-035	oil and gas exploration on Canada Lands	EMR/CGA-085
Canadian Film Development Corporation	CFD/ADM-005	pipelines	NPA/COM-005
CASE	BDB/MTS-055	planning and analysis/DRIE	RIE/PPA-020
collection of duties and taxes	RCC/EPE-040	planning and control/DRIE	RIE/PPC-100
	RCC/EPE-110	planning/Indian affairs	INA/CPS-010
collection/Farm Credit Corporation	FCC/ADM-105	social development/Health and Welfare	
Correctional Service Canada	CPS/CMD-240	Canada	NHW/SAP-025
customs legislation	RCC/CPE-365	strategy and planning activities, EIC	EIC/SEC-030
departmental financial administration	OCG/PDB-040	<b>Pollution</b>	
drawbacks, refunds, remissions (excise tax)	RCC/CPE-140	abatement and compliance	DOE/EPS-260
DRIE/expenditure management	RIE/ORD-310	air	DOE/EPS-215
EIC	EIC/COR-060	air quality research	DOE/AES-315
EIC analyses and assessments	EIC/SPP-620	air surveillance monitoring equipment	DOE/EPS-250
energy	EMR/DEX-020	Canadian north	INA/NAP-235
	EMR/EPS-160	chemical contaminants control	DOE/EPS-275
excise audits	RCC/EPE-045	chemical process sources	DOE/EPS-220
Farm Credit Corporation	FCC/ADM-005	combustion sources	DOE/EPS-235
farm loans	FCC/ADM-010	control by Armed Forces	DND/CPB-715
farm syndicate loans	FCC/ADM-015	control, planning and policy	DOE/EPS-290
Federal Business Development Bank		data analysis	DOE/EPS-240
lending	BDB/FLS-010	environmental emergencies	DOE/EPS-285
general activities, EIC	EIC/SEC-025	federal control activities assessment	DOE/EPS-295
Health and Welfare	NHW/ISP-340	financial policy	FIN/ERP-405
importation of goods through postal system	RCC/CPE-295	from mining and mineral industries	DOE/EPS-225
income tax audits	RCT/PSB-220	fuels	DOE/EPS-230
National Film Board	NFB/PDR-005	inventory of research	NRC/BSC-105
Natural Sciences and Engineering		national parks	DOE/PSK-040
Research Council	SER/OPS-005	northern environment	NCP/OEB-030
NCC	NCC/PLB-080	regulations development	DOE/EPS-245
prison inmates' release	CPS/CMD-245	research	EMR/DEX-005
release of commercial goods	RCC/CPE-335	shipping rules and policies	DOT/MSS-250
<b>Policing, federal</b>	SGC/PSB-015	solid waste management	DOE/EPS-280
		technology development	DOE/EPS-255
		toxic chemical management	DOE/EPS-300
		waste water pollution control	DOE/EPS-265
		water	DOE/ECS-185
		water programs	DOE/EPS-270
		<b>Pollution Abatement Technology (DPAT)</b>	DOE/EPS-255

Key Words	CoR No.	Key Words	CoR No.
<b>Population</b>		<b>Prizes and awards</b>	
Canadian policy	IDA/MVP-150	arts	CAC/ART-005
international aid	IDA/RVP-785	teaching of Canadian studies	SSC/CCP-085
statistics	STC/DEM-030	<b>Processing materials</b>	
studies	STC/POS-280	taxable status	RCC/EPE-030
<b>Population Affiliation System</b>	TBS/PPB-410	<b>Procurement (standard class of records)</b>	
<b>Pornography</b>		See first, institution identifier with 912, if available, in chapter concerning relevant institution	
RCMP criminal intelligence service	CMP/OPD-280	<b>Procurement</b>	
<b>Ports(see also Harbours)</b>		CIDA/guidelines	IDA/RDG-695
construction and maintenance	CPC/POR-010	food/international aid	IDA/RDG-700
grain	CPC/POR-005	regulations, procedures/Correctional Service Canada	CPS/MMD-115
operation and maintenance	DOT/MPH-135	services for federal government	DSS/DCS-185
<b>Ports and airports</b>		services required, penal institutions	CPS/MMD-110
operation appraisal	RCC/CPE-165	<b>Producers, food and commodities</b>	
<b>Postal services</b>		Canada's food aid program	IDA/MVP-160
control of international mail	RCC/CPE-310	<b>Products</b>	
illegal use of	RCC/CPE-300	codes	CCA/BPC-135
importation of goods	RCC/CPE-295	equipment design	CCA/BCA-080
<b>Poultry</b>		federal government specifications and standards	DSS/HSO-040
product grading and inspecting	DOA/FPI-035	liability	CCA/BPC-130
registration and product standards	DOA/FPI-030	regulations, complaints	CCA/BCA-075
testing of egg production and chicken meat stocks	DOA/FPI-040	safety	CCA/BCA-070
<b>Poverty</b>		testing	CCA/BCA-080
National Council on Welfare reports	NHW/NCW-090	<b>Products and services</b>	
<b>Powerhouses see electric power plants</b>		certification	DSS/HSO-045
<b>Prairie Farm Assistance Act</b>	DOA/SDM-370	<b>Program administration</b>	
<b>Prairies</b>		federal government, financial	DSS/MOS-125
Assiniboine River flood control	DOA/PFA-540	<b>Program development and operations</b>	
community pasture agreements and services	DOA/PFA-510	DRIE	RIE/BSP-200
construction of municipal water and sewer facilities	DOA/PFA-505	<b>Program evaluation</b>	
demonstration farm	DOA/PFA-545	committees	OCG/PEB-145
irrigation in Saskatchewan	DOA/PFA-530	criteria	OCG/PEB-165
soil conservation	DOA/PFA-560	development	OCG/PEB-150
water and land resource development	DOA/PFA-515	exchange of information	OCG/PEB-155
water development, irrigation, infrastructure programs	DOA/PFA-520	Health and Welfare Canada	NHW/SAP-005
<b>Precambrian Geology</b>		Indian Affairs and Northern Development	INA/CPS-035
activities, management and operations	EMR/GSC-370	task force	OCG/PEB-160
<b>Price fixing</b>		training	OCG/PEB-170
combines	CCA/BCP-110	<b>Program for Industry/Laboratory Projects (PILP)</b>	
<b>Prices</b>			NRC/TTR-720
industrial statistics	STC/PRI-420	<b>Program review and development</b>	
retail statistics	STC/PRI-415	research statistics	NHW/ISP-345
<b>Pricing</b>		<b>Programming (TV and radio)</b>	
tax investigations	RCC/EPE-015	correspondence on	CRT/SEC-045
<b>Primary distributors</b>		<b>Prohibited goods</b>	
dealers	BOC/SEC-020	detection devices	RCC/CPE-300
jobbers	BOC/SEC-015	tariffs	RCC/CPE-185
<b>Printing</b>		<b>Project management</b>	
statistics	STC/IND-360	federal government	DSS/HSO-015
<b>Printing services</b>		<b>Propane Vehicle Grant Program</b>	EMR/CNP-240
federal government	DSS/HSO-030	<b>Property development</b>	
<b>Prison see Penitentiaries</b>	OCI/CIN-005	National Capital Region	NCC/PRB-060
<b>Privacy</b>		<b>Property, federal</b>	
customs and excise	RCC/CAE-440	management	PWC/PWC-050
legislative policy and research	CMP/AIP-140	<b>Property laws</b>	
protection of	SGC/PSB-025	women	ASW/RES-010
request for information on Act	NHW/SAP-010	<b>Property leasing, federal</b>	ASW/RES-020
request statistics	CMH/GCC-040	National Capital Region	NCC/PRB-065
<b>Privatization of Crown corporations</b>	TBS/PRB-560		



Key Words	CoR No.	Key Words	CoR No.
<b>Property management</b>		<b>Public servants (see also Federal government employees)</b>	
insured and owned by Canada Mortgage and Housing Corporation	CMH/ISO-145	assignment to international organizations	PSC/MCP-080
<b>Property, real</b>		benefits and working conditions	SRB/PRB-015
acquisition and disposition	JUS/JUS-025	collective bargaining information	SRB/PRB-010
<b>Prosthetic services</b>		eligibility for membership in a bargaining unit	SRB/OSR-055
for physically handicapped	NHW/HAS-230	former, personnel information files on	PAC/NPR-170
<b>Prosthetics research</b>	NRC/DEE-280	grievances	SRB/OSR-065
<b>Protection</b>		incentive awards	TBS/APB-110
of VIPs	SGC/PSB-045	investigation of complaints by	PSC/AIB-010
<b>Protocol office</b>	DEA/XDX-005	relocation	TBS/APB-080
<b>Provinces</b>		rulings on the status of designated employees	SRB/OSR-080
agricultural price support	FIN/EDD-490	salaries and wages	SRB/PRB-005
aid projects under CIDA	DEA/SFB-205	storage of former civilian, military, RCMP personnel records	PAC/NPR-165
assistance for family planning	NHW/HSD-280	travelling on government business	TBS/APB-090
assistance in mental health services	NHW/HSD-270	<b>Public service (see also Federal government)</b>	
bond issues and foreign financing	FIN/FIM-175	accident and injury acts and regulations	LAB/MSO-025
budgets, estimates and legislation	FIN/FPR-265	acts applying to	OCG/PDB-055
census information on social programs	NHW/PPI-075	administration of pay	DSS/ROS-070
collective agreements	LAB/LDB-155	administration of pensions	DSS/ROS-090
cooperation in community health services	NHW/HSD-265	agreements	DSS/ROS-075
discussions with Indian Affairs and Northern Development	INA/CPS-020	appointment of a mediator	TBS/SRB-480
equalization of revenue	FIN/FPR-210	audits of effectiveness	SRB/OMD-135
federal government taxes	FIN/FPR-280	availability to employees of employers' grievance forms	CMP/AUD-025
financial aid for administration of justice	JUS/JUS-035	bargaining unit certification, application for	SRB/OSR-115
financial legislation	FIN/IGB-010	benefits and working conditions	TBS/SRB-445
financial planning	FIN/FPD-060	certification of bargaining agents	TBS/PPB-385
government statistics	STC/PU1-215	classification systems for occupational groups	SRB/OSR-020
liaison for accreditation of inmates	CPS/ETD-175	commission planning and operations	TBS/PPB-415
poison control information	NHW/CDC-170	commission policy and operational activities	PSC/SDB-100
regional development	FIN/EDD-450	committees and councils	PSC/EXS-020
regional development assistance	FIN/EDD-450	consent to prosecute, applications for	TBS/SRB-450
taxation laws	RCT/LEG-085	daycare services	SRB/OSR-105
transfer payments	FIN/FPD-060	declaration of a strike as lawful or unlawful	TBS/PPB-305
<b>Psychiatric services</b>		determination of new occupational categories	SRB/OSR-100
prison inmates	CPS/HCO-340	determination of rights of bargaining agents	SRB/OSR-120
<b>Public Accounts</b>		disabled and handicapped persons, increased participation of	SRB/OSR-035
federal government	FIN/GFD-775	disputes and strikes	TBS/PPB-320
<b>Public debt</b>		employee misconduct	TBS/SRB-465
accounting for	BOC/PDD-330	enforcement of obligations arising from collective agreements	TBS/SRB-460
<b>Public expenditures</b>		establishment of a conciliation board, requests for	SRB/OSR-070
federal reporting of	OCG/PDB-100	exchange program	SRB/OMD-140
<b>Public Land Grants Act and Territorial Lands Act</b>	EMR/CGA-065	exclusions from bargaining units	PSC/MCP-075
<b>Public money and banking</b>		extension of time to implement arbitral awards	TBS/SRB-445
federal government	DSS/MOS-140		SRB/OSR-090
<b>Public safety research projects</b>	NRC/NAE-485		

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Key Words	CoR No.	Key Words	CoR No.
<b>Radiation (see also Radioactive substances)</b>		<b>Railways</b>	
clinical and consumer hazards	NHW/EHD-210	annual reports	CTC/RTC-065
dosimetry	NRC/DPH-555	audits of regulated	CTC/RTC-060
electromagnetic research in	NRC/DEE-260	Branch Line Subsidy Program	CTC/RTC-090
environmental hazards	NHW/EHD-205	branch subsidy payments	CTC/RTC-100
hazards in the workplace	OHS/TES-025	CN and CP billings to VIA Rail	CTC/RTC-100
occupational hazards	NHW/EHD-200	costing studies	CTC/RTC-080
protection	AEB/RRB-245	crossings	CTC/RTC-040
	AEC/DRR-040	CTC databases	CTC/RTC-085
		employees/labour negotiations	LAB/PPT-035
<b>Radio (see also Telecommunications)</b>		financial submissions of regulated	CTC/RTC-050
advertising	CRT/BRO-015	freight-related studies	CTC/RTC-105
advertising that contravenes CRTC policy	CRT/LEG-150	general	RIE/AMR-120
astronomy research	NRC/HIA-360	grain transportation	CTC/RTC-095
Canadian content	CRT/BRO-055	inspections	CTC/RTC-035
communications equipment in military and		operations	CTC/RTC-020
civil applications	DOC/REC-135	operations, freight and grain handling	DOT/DRG-285
communications technology and research	DOC/REC-135	passenger service	DOT/DRP-290
correspondence on programming	CRT/SEC-045		
decisions on applications	CRT/SEC-055	<b>Railways (see also Transportation)</b>	
financial returns of licensees	CRT/COR-065	policies and programs	DOT/DSH-270
frequency assignment certification		quality of train service	CTC/RTC-025
procedures	DOC/SMB-200	rolling stock	CTC/RTC-035
frequency assignment criteria	DOC/SME-210	safety regulations	CTC/RTC-045
frequency/development of plans	DOC/SME-210	signalling and train control	CTC/RTC-040
interventions regarding applications for		specific costs, determination of	CTC/RTC-070
licence	CRT/SEC-050	Uniform Classification of Accounts	CTC/RTC-055
licensing, planning and control	CRT/COR-110	unit costs, determination of	CTC/RTC-075
marketing analyses	CRT/BRO-035	vehicle research	NRC/DME-426
operational information	CRT/COR-100		
ownership	CRT/BRO-025	<b>Rare books</b>	
policy	FIN/EDD-465	National Library collection	NLC/PSB-125
policy and regulations	CRT/BRO-020		
political broadcasting	CRT/BRO-010	<b>Ravin Bleu Project, Hull</b>	
propagation of waves	DOC/REC-130	housing design	CMH/NOS-165
regulatory policy, development of	DOC/PLB-035		
spectrum management	DOC/SMS-195	<b>RCMP</b>	
statistical records	STC/ECT-190	academic training for recruits	CMP/DEP-245
statistics on stations	STC/SER-430	air detachments	CMP/AIR-100
technical briefs concerning new stations	CRT/BRO-030	audit of performance	CMP/AUD-020
technical standards and procedures for		co-operation with other countries	CMP/FSD-015
equipment	DOC/SME-210	commercial crime	CMP/CID-045
violation of regulations	CRT/LEG-155	Commissioner's office	CMP/PRB-035
		Commissions of Enquiry	SGC/PSB-005
<b>Radioactive</b>		communications security	CMP/RSU-200
federal activities assessment of substances		community relations	CMP/OPD-265
waste control	DOE/EPS-295	complaints against members	CMP/CID-085
substances research	NRC/DPH-555	computer operations	CMP/RSU-190
		computer systems research	CMP/RSU-185
<b>Radioactive substances (see also Radiation)</b>		contract policing	CMP/CID-090
accidents	AEB/FCM-175	cooperation with EIC on security	EIC/SEC-055
Canada Post regulations	AEB/FCM-160	coordination of EDP security and	
prescribed	AEC/FCM-155	standards	CMP/RSU-180
protection from	AEB/RRB-245	customs and excise enforcement program	CMP/CID-050
transportation of	AEB/FCM-160	customs liaison	RCC/CPE-285
waste management facilities	AEB/FCM-190	Division Staff Relations Program	CMP/COM-010
		drug enforcement	CMP/CID-055
<b>Radioisotope licences</b>		EDP systems analysis	CMP/RSU-170
assessment	NHW/EHD-210	enforcing federal statutes	CMP/CID-085
		federal-provincial finances	FIN/FPR-200
<b>Rail transport</b>		firearms and ammunition maintenance	CMP/DEP-255
statistics	STC/TRA-390	general	SGC/PSB-015
		general detachment work	CMP/OPD-305
<b>Railway</b>		history	CMP/PRB-030
employees/occupational health and safety	LAB/OSH-255	information systems management	CMP/RSU-230
<b>Railway Act</b>	CTC/RTC-050	Interpol	CMP/CID-080
		investigation services	CMP/OPD-295
		laboratory services	CMP/LAB-130
		network services	CMP/RSU-205



Key Words	CoR No.	Key Words	CoR No.
<i>(continued)</i>		<b>Regional development</b>	
official visitors to Canada	CMP/FSD-015	federal assistance	FIN/EDD-450
on native reserves	CMP/OPD-345	incentives	RIE/POL-255
operational audits	CMP/AUD-021	operations	RIE/ORD-305
operational policy and planning	CMP/CID-065	policies and programs	RIE/POL-235
operational reporting systems	CMP/OPD-260	policy	FIN/EDD-430
organized crime intelligence	CMP/CID-075	policy and initiatives	RIE/ORD-315
passport control	CMP/CID-060	production and marketing	RIE/NSP-360
pay	DSS/ROS-090	<b>Regional Development Incentives Act</b>	FIN/EDD-450
pay administration	DSS/ROS-070		FIN/GFD-780
physical subjects for recruits	CMP/DEP-250		
policing on native reserves	CMP/CID-070	<b>Registered Venders Certificates - Fuel Tax</b>	
policy and objectives	CMP/COM-005	<b>Rebate</b>	
public relations	CMP/PRB-030	applicant information	RCC/EPE-065
records management	CMP/RSU-225	<b>Registration</b>	
scientific and technical services	CMP/LAB-135	certificates of	CCA/DRG-170
software engineering	CMP/RSU-175	deeds, grants, mortgages	CCA/DRG-170
storage of personnel records	PAC/NPR-165	livestock slaughtering and processing plants	DOA/FPI-080
telecommunications development and		pesticides	DOA/FPI-130
research	CMP/RSU-210	<b>Registration records</b>	
telecommunications engineering	CMP/RSU-215	compulsory, 1940-46	STC/COP-020
telecommunications services	CMP/OPD-340	<b>Regulations</b>	
<b>Reactors see Atomic reactors</b>		air	EIC/IMM-070
<b>Real estate</b>		atomic energy control	DND/ADO-240
appraisal policy/taxation	RCT/PSB-230	bonded carriers	AEB/PAB-235
appraisals for VLA	VAC/VLA-095	broadcasting	RCC/CPE-265
services federal government departments	PWC/PWC-045	consumers	CRT/COR-090
<b>Real property</b>		DND	CCA/BPC-130
conveyance and title transactions of		duty-free shops	DND/ESD-050
veterans' property	VAC/VLA-075	excise	RCC/CPE-275
veterans	VAC/VLA-050	food products	RCC/EPE-085
<b>Receiver General of Canada</b>		fur garment making	CCA/BCA-010
central accounting	DSS/MOS-145	health and safety	CCA/BCA-020
public money and banking	DSS/MOS-140	Made-in-Canada	OHS/TES-035
<b>Recombinant DNA, research in</b>	NRC/BSC-125	non-food products	RCC/CPE-175
<b>Record of employment</b>		passports	CCA/BCA-015
information bank	EIC/NSB-595	precious metals	EIC/IMM-070
processing of forms	EIC/INS-270	products	CCA/BCA-020
processing of third copy	EIC/NSB-595	rules of origin	CCA/BCA-075
<b>Recording industry</b>		taxation	RCC/CPE-180
statistical records	STC/ECT-190	telecommunications carriers	RCT/LEG-100
<b>Recreation (see also Recreation and Culture)</b>	NCC/PRB-070	telecommunications, ITU activities in	CRT/TEL-130
Gatineau Park	NCC/PAB-035	textile labelling	DOC/PLI-005
product control of equipment	CCA/BCA-075	transportation	CCA/BCA-025
statistics	STC/ECT-200	urea formaldehyde insulation	CTC/SEC-005
<b>Recycling of industrial materials</b>	NRC/DCH-175		CCA/UFF-175
<b>Red Cross, International Committee of</b>		<b>Regulatory activities</b>	
Canadian involvement	IDA/MVP-120	Transport Canada	DOT/DSE-060
<b>Reforestation research</b>	DOA/CFS-645	<b>Regulatory policies</b>	
<b>Reforming Regulation</b>	ECC/PAA-090	development	FIN/EDD-455
<b>Refugees</b>			
Canadian involvement	IDA/MVP-120		
financial policy	FIN/SPD-330		
international activities	DEA/SFB-200		
policies on admission to Canada	EIC/IMM-125		
status requests	EIC/IMM-065		
travel documents	DEA/SFB-215		
UN High Commissioner	FIN/IFD-665		
<b>Regional and industrial projects</b>			
DRIE	RIE/BSP-180		
<b>Regional and urban planning</b>			
Ont.-Que, National Capital Region	NCC/PLB-085		

Key Words	CoR No.	Key Words	CoR No.
<b>Regulatory reform</b>		<b>Research</b>	
assessment of initiatives	TBS/APB-175	acoustics	NRC/DPH-510
committees concerning	TBS/APB-180	advanced satellite payload sub-systems	
consensus process and voluntary standards	TBS/APB-185	development	DOC/TIA-085
Crown agencies review group on	TBS/APB-170	agricultural commodity market research	DOA/MAE-310
deregulation	TBS/APB-195	agricultural land	DOA/RER-195
deregulation of requirements to maintain records	TBS/APB-215	agricultural production, effect of climate on	DOA/RER-200
Health and Welfare Canada	NHW/SAP-020	agriculture	IDR/AFN-005
improvement of private sector consultation	TBS/APB-190	air	NRC/BSC-105
information exchanges	TBS/APB-200	air quality	DOE/AES-315
legislative review and housecleaning	TBS/APB-205	aircraft and missile stability	NRC/NAE-500
northern Canada	INA/NAP-325	animal disease	DOA/FPI-005
Office of the Co-ordinator	TBS/APB-165	animal physiology	NRC/BSC-100
parliamentary involvement	TBS/APB-210	Armed Forces	DND/RDB-725
recommendations and assessment of proposals	TBS/APB-220	art, National Gallery	NMC/NGF-270
reduction of paperburden	TBS/APB-225	astronomy	NRC/HIA-360
speeches on	TBS/APB-230	atmospheric	DOE/AES-320
<b>Rehabilitation</b>		atomic safeguards	AEB/RRB-250
program development	NHW/HSD-290	audit guidelines and techniques, taxation	RCT/PSB-215
<b>Rehabilitation International</b>	NRC/DEE-280	bank notes	BOC/DED-285
<b>Rehabilitation Skills Training Course (RSTC)</b>	CMH/PSO-100	between Canadian and developing countries	IDR/CPD-035
<b>Rehabilitation technology</b>	NRC/DEE-290	bio-organic chemistry	NRC/PBI-575
<b>Release Minimum Documentation (RMD)</b>	RCC/CPE-355	biological chemistry	NRC/ARL-050
<b>Relief assistance</b>		biology	NRC/BSC-105
crop loss	DOA/SDM-360	biomass	NRC/BSC-080
<b>Religious groups and sects</b>		biomass energy	NRC/DEN-300
application of the Immigration Act and Regulations	EIC/IMM-065	biomedical	NRC/DEE-280
RCMP criminal intelligence service	CMP/OPD-280	biotechnology	MER/PRB-035
<b>Relocation</b>		botanical publications	NMC/NSG-460
Veterans Affairs, to Charlottetown	VAC/DVA-015	buildings	NRC/TTR-590
<b>Remissions</b>		calorimetry	NRC/DMS-450
customs and excise	RCC/CPE-190	career investigators program/medicine	MER/PRB-055
<b>Remote Community Demonstration Program (RCDP)</b>	EMR/CNP-245	cell biophysics	NRC/BSC-090
<b>Remote sensing</b>		centennial fellowships	MER/PRB-070
aircraft and equipment	EMR/RSB-475	cereal grains	DOA/CGC-575
centre for	EMR/RSB-470	chemistry, analytical	NRC/DCH-170
computer systems	EMR/RSB-480	chemistry, theoretical	NRC/DCH-240
data application services	EMR/RSB-490	coastal and offshore engineering	NRC/DME-415
extraction techniques	EMR/RSB-485	commercial law	LRC/LRS-055
new sensor research	EMR/RSB-505	community and building standards	CMH/PDR-195
research	DOE/AES-310	computerized manufacturing	NRC/DME-430
satellite data	EMR/DEX-005	condensed matter theory	NRC/DMS-440
<b>Renewable Energy Conversion Assistance Program (RENCAP)</b>	EMR/RSB-500	corporate affairs	CCA/BPC-145
<b>Renewable energy see Energy</b>		court evidence	LRC/LRS-040
<b>Repair, overhaul and maintenance</b>		criminal law	LRC/LRS-015
federal government	DSS/HSO-025	criminal law/trial procedure	LRC/LRS-020
		crystal defects	LRC/LRS-025
		curators' files, natural sciences	NRC/DPH-550
		defence products	NMC/NSG-455
		development grants/science and engineering	DEA/TFB-045
		dielectric	SER/GSA-035
		drug, alcohol and tobacco abuse	NRC/DEE-285
		earth sciences	NHW/HPD-330
		Economic Commission for Europe group/housing	EMR/DEX-005
		EIC general	EMR/DEX-010
		electron physics	CMH/ODS-300
		electronic structure of metals and alloys	EIC/SPP-630
		energy	NRC/DMS-460
		energy and mineral resources	NRC/DMS-450
			EMR/DEX-040
			NRC/DEN-295
			EMR/DEX-005

## Key Words

## CoR No.

(continued)

energy, consumer protection CCA/BPC-130  
 energy, general EMR/RDO-545  
 energy-related NRC/DEE-285  
 energy tasks and programs EMR/RDO-550  
 energy technology EMR/CAB-460  
 engineering gas dynamics NRC/DME-410  
 environment NRC/BSC-105  
 environmental DOE/AES-310  
 environmental protection EMR/CGA-075  
 explosives, energy and minerals EMR/CAB-450  
 family law LRC/LRS-045  
 farm management FCC/ADM-040  
 farming FCC/ADM-050  
 federal expropriation powers LRC/LRS-050  
 federal management services TBS/APB-060  
 fibre optics DOC/REC-140  
 film technology NFB/SED-055  
 fish habitat DFO/PFF-020  
 fisheries DFO/AFS-010  
 fluoride NRC/BSC-105  
 food nutritional quality NHW/FDI-120  
 forest and plant ecology DOA/CFS-680  
 forest fires DOA/CFS-665  
 forest pests and disease DOA/CFS-670  
 forestry DOA/CFS-635  
 forestry, environmental impact of DOA/CFS-675  
 fuel and lubricants NRC/DME-405  
 fusion AEC/SEC-015  
 fusion energy NRC/DEN-305  
 geodynamics EMR/PHB-325  
 geology EMR/GSC-355  
 geomagnetism EMR/PHB-330  
 geothermics EMR/PHB-335  
 Government of Canada monetary policy BOC/SEC-070  
 grants, broadcasting CRT/COR-070  
 grants/housing CMH/NOS-185  
 gravity EMR/PHB-340  
 health NHW/ERD-335  
 health and social services NHW/ERD-335  
 health sciences STC/HLT-115  
 health sciences fellowships NHW/PPI-085  
 health sciences graduate awards IDR/ISD-025  
 heat pumps MER/PRB-075  
 heavy metals MER/PRB-080  
 high atmospheric vehicles NRC/DEN-320  
 high energy physics NRC/BSC-105  
 housing DOE/AES-325  
 hydrogen energy NRC/DPH-525  
 immunochemistry CMH/NOS-180  
 immunology NRC/DEN-325  
 immunology in animals NRC/BSC-110  
 income and employment NRC/BSC-110  
 individual dossiers on art in National NRC/BSC-075  
 Gallery NHW/PPI-080  
 information communications technology NMC/NGC-150  
 information systems DOC/REI-150  
 infrastructure and equipment grants IDR/ISD-010  
 international development, databases SER/GSA-020  
 invertibrate zoology IDR/ISD-020  
 journals IDR/ISG-015  
 labour law NMC/NSD-385  
 labour policy NRC/TTR-735  
 LRC/LRS-060  
 LAB/LDB-165

## Key Words

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(continued)

labour safety statistics LAB/OSH-245  
 land-use DOE/ECS-160  
 laser and plasma physics NRC/DPH-530  
 law LRC/LRS-005  
 lightning NRC/DEE-285  
 low temperatures NRC/DME-420  
 mammals DOE/ECS-130  
 marine biosciences NRC/ARL-045  
 mechanical technologies NRC/DME-430  
 medical MER/PRB-030  
 medical equipment grants MER/PRB-020  
 medical facility maintenance grants MER/PRB-025  
 medical-related fields MER/PPD-115  
 medical/children's diseases MER/PRO-005  
 medical/general grants MER/PRB-045  
 medical/grants MER/PRB-050  
 medical/operating grants MER/PRB-010  
 medical/program grants MER/PRB-015  
 metallurgical chemistry NRC/ARL-055  
 metric conversion CCA/BPC-160  
 microbiology NRC/ARL-060  
 military communications NRC/BSC-080  
 military law DOC/REC-145  
 minerals technology LRC/LRS-035  
 molecular biochemistry EMR/CAB-465  
 molecular biophysics NRC/BSC-115  
 molecular genetics NRC/BSC-120  
 Museum of Man NRC/BSC-125  
 NMC/MCC-545  
 NMC/MMA-485  
 NMC/MMB-515  
 NMC/MMD-575  
 NMC/MME-605  
 NMC/MMF-635  
 NMC/MMG-665  
 NMC/MMA-490  
 NMC/NSE-410  
 NMC/NSF-430  
 Museum of Man publications NRC/PAS-745  
 natural science publications SER/GSA-015  
 natural sciences DFO/OSS-075  
 NRC contracts, administration of DOC/REA-190  
 NSERC grants INA/NAP-330  
 oceanography DOA/CGC-575  
 office automation NRC/DPH-540  
 oil and gas exploration DOC/REC-140  
 oilseeds NRC/BSC-105  
 optics NRC/DEN-330  
 opto-electronics MER/PRB-040  
 PCB Study (Regina), NRC NRC/BSC-105  
 peat NRC/DEN-330  
 perinatology MER/PRB-040  
 pesticides NRC/BSC-105  
 photogrammetric NRC/DPH-545  
 photographic reproduction, art NMC/NGD-170  
 photonics DOC/REC-140  
 physical energy NRC/BSC-105  
 planetary sciences NRC/HIA-355  
 policy and planning, NRC NRC/EXE-015  
 policy and programs, and claims  
 settlement/DIAND INA/CPS-040  
 policy of conservation of artifacts NMC/MMG-660  
 pollution NRC/BSC-105  
 Ports Canada CPC/POR-015  
 prison inmates' medical, psychiatric, CPS/SDC-145  
 psychological problems SER/GSA-040  
 program administration/NSERC DSS/CUI-195  
 public opinion of federal programs



Key Words	CoR No.	Key Words	CoR No.
<b>Research (continued)</b>		<b>Reservoirs, water</b>	
quantum microphysics	NRC/DMS-445	southwest Saskatchewan	DOA/PFA-530
race track surveillance	DOA/FPI-190	<b>Residence, requests for Canadian</b>	EIC/IMM-065
radar, international collaboration on	DOC/REC-125	<b>Residential Rehabilitation Assistance Program</b>	
radar systems and performance	DOC/REC-125	(RRAP)	CMH/PSO-090
radio communications technology	DOC/REC-135	monitoring	CMH/NOS-170
radioactivity	NRC/DPH-555	non-profit and cooperative housing	CMH/PSO-055
railway vehicles	NRC/DME-426	program evaluation	CMH/PDR-225
reforestation	DOA/CFS-645	rural	CMH/PSO-065
remote sensing	EMR/RSB-470	<b>Resource development</b>	
remote sensing extraction techniques	EMR/RSB-480	Manitoba Indian Bands	INA/HIA-135
remote sensing techniques	EMR/RSB-485	native peoples	INA/HIA-130
remote sensors	EMR/RSB-500	<b>Resource Geophysics and Geochemistry</b>	
requirements surveys	EMR/RSB-505	management and operations	EMR/GSC-375
role of law in area of life and death	MER/PPD-120	<b>Resource industries</b>	
scholarships/health science	LRC/LRS-065	trade relations and policies	DEA/EFFB-105
science and engineering/university-industry	MER/PRB-065	<b>Resource inventories, natural</b>	
science and technology	SER/GSA-030	international aid	IDA/RVP-775
science engineering awards/individuals	SCC/RES-005	<b>Resource management</b>	
seed forestation	SER/GSA-025	DRIE	RIE/RHB-275
sentencing (law)	DOA/CFS-640	general	RIE/RHB-280
social sciences	LRC/LRS-030	<b>Resource processing industries</b>	RIE/RPI-070
solar systems	IDR/SSD-030	<b>Resource use and production evaluation</b>	
space communications systems and sub-	NRC/DEN-310	taxation	RCT/MCD-005
systems	DOC/RES-170	<b>Resources</b>	
space electronics	DOC/RES-165	financial policy	FIN/ERP-425
space industry	DOC/RES-160	forests, socioeconomic development of	DOA/CFS-685
space physics	NRC/HIA-365	<b>Resources, non-renewable</b>	
space science instruments	NRC/CCS-150	development in the north	INA/NAP-315
space technology	DOC/RES-180	<b>Restoration and Conservation Laboratory</b>	NMC/NGA-100
spacecraft design and development	DOC/RES-175	<b>Restoration services</b>	
spectroscopy	NRC/HIA-370	National Gallery	NMC/NGD-195
spectroscopy of larger molecules	NRC/HIA-375	<b>Restricted weapons registration certificates</b>	CMP/IDD-110
standards of measurement	NRC/DPH-515	<b>Retail and manufacturing</b>	
storage of fruit and vegetables	NRC/BSC-080	consumer protection	CCA/BCA-045
structures and materials	NRC/NAE-490	<b>Retail prices</b>	
tariffs and trade	TBD/REF-005	statistics	STC/PRI-415
taxation/non-compliance	RCT/PSB-200	<b>Retail trade</b>	
tides	NRC/DME-415	statistics	STC/IND-375
time-series analysis	STC/TSR-555	<b>Retailing, internal</b>	
toxicology	NRC/BSC-105	federal government	DSS/ROS-060
transportation	DOT/RDD-040	<b>Revelstoke Project</b>	
tree orchards and production areas	DOA/CFS-640	housing	CMH/PDR-235
tribology (friction wear and lubrication)	NRC/DME-430	<b>Revenue-sharing</b>	
U.S. National Institute of Health		offshore minerals	FIN/FPR-260
international fellowships	MER/PRB-110	<b>Rideau Canal</b>	
urban poverty in Canada	SHR/FEL-235	maintenance	NCC/DEB-030
visiting scientist awards	MER/PRB-100	<b>Rideau Hall</b>	
water	NRC/BSC-105	maintenance	NCC/DEB-030
water management	DOE/ECS-205	<b>River basin planning</b>	
waves	NRC/DME-415	implementation	DOE/ECS-195
weather forecasting	DOE/AES-400	information	DOE/ECS-190
wildlife	DOE/ECS-150	<b>Road safety</b>	
wind energy	NRC/DEN-315	research and regulation	DOT/DTS-275
X-ray crystallography	NRC/BSC-130	<b>Road transport</b>	
<b>Research Agreements Program (RAP)</b>		statistics	STC/TRA-400
EMR	EMR/DEX-010	<b>Roadcrusher Bus Service, Newfoundland</b>	CTC/MVT-265
<b>Research council</b>		<b>Roads</b>	
data processing services	NRC/FIN-740	planning and policy/territories	INA/NAP-305
decisions	NRC/EXE-010	<b>Robotics research</b>	NRC/DEE-255
general information	NRC/GEN-750		NRC/DEE-270
membership, committees and boards	NRC/EXE-010	<b>Rock paintings and petroglyphs</b>	
<b>Research Scientist, Distinguished</b>	NRC/HIA-345	preservation and study	NMC/CMS-005
		<b>Rockets, scientific</b>	NRC/CCS-155
		<b>Rockcliffe STOL Project</b>	DOE/AES-350

Key Words	CoR No.
<b>Royal Prerogative of Mercy</b>	
enquiries and investigations	NPB/NPB-020
<b>Royal visits</b>	SSC/CCP-040
security	CMP/OPD-315
<b>Rubber industry</b>	
records	STC/IND-335
<b>Rules of origin</b>	
imports	RCC/CPE-180
<b>Rulings and appeals</b>	
tariff classifications	RCC/CPE-170
<b>Rural and native housing</b>	
program evaluation	CMH/PDR-225
<b>Rural and Native Housing Agreements</b>	CMH/GCC-010
<b>Rural and Native Housing Program</b>	CMH/PSO-065
<b>Rwanda</b>	
Canadian aid	IDA/BFD-640

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<b>Sabotage</b>	SIS/DDS-010
<b>Safety (see also Health and safety; Occupational health and safety)</b>	
air transportation	DOT/DSP-115
Armed Forces standards	DND/GSD-105
employees' rights	CLR/OPS-020
in federally controlled structures	PWC/PWC-070
in the workplace	OHS/TES-020
products	OHS/TES-025
training DND	CCA/BCA-070
	DND/GSD-110
<b>Salaries and wages (standard class of records)</b>	
see institution identifier with 925, if available, in chapter concerning relevant institution	
<b>Sales</b>	
multiple-unit housing	CMH/ISO-150
prison inmates' products	CPS/IND-200
public housing	CMH/ISO-145
single and condominium housing	CMH/ISO-155
<b>Sales tax (see also Excise tax; Duties and taxes; Taxes)</b>	
bulk permits	RCC/EPE-060
regulations and remissions	RCC/EPE-085
rulings	RCC/EPE-035
<b>Salmonid Enhancement Program</b>	DFO/PFF-035
<b>Sao-Tome-Principe</b>	
Canadian aid	IDA/BFD-685
<b>Satellite Data Laboratory Operations</b>	DOE/AES-330
<b>Satellite meteorology</b>	
information	DOE/AES-365
<b>Satellite Prime Contractor Development Program</b>	DOC/TIA-085
<b>Satellites (see also Telecommunications)</b>	
activity reports	DOE/AES-370
and astronomical observatories	EMR/PHB-325
atmospheric research and development	DOE/AES-325
broadcasting and social applications	DOC/PLB-040
communications research and development	DOC/RES-160
data	EMR/RSB-500
data verification	DOE/AES-340
general programs	DOE/AES-380
international communications	IFN/IFD-650

Key Words	CoR No.
policy	FIN/EDD-465
projects	NRC/CCS-145
research and development	DOC/TIA-085
research contracts for systems	DOE/AES-335
system and radar	DOE/AES-375
testing	DOC/TII-115
<b>Savings banks</b>	
payment systems	BOC/MFA-155
<b>Scholarships see Assistance, financial</b>	
<b>School loans program</b>	
Museum of Natural Sciences	NMC/NSA-320
Musuem of Man	NMC/MMA-495
<b>Science</b>	
Atlantic Research Laboratory	NRC/ARL-040
grants/northern research	INA/NAP-220
international exchanges	NRC/EXE-025
northern laboratories	INA/NAP-225
numeric databases	NRC/TTR-700
policy	NRC/EXE-010
policy development	FIN/EDD-460
policy in health and welfare field	NHW/PPI-070
research grants	SER/GSA-015
statistics	STC/SCT-465
technological assessment of industry	RIE/OII-145
<b>Science and engineering</b>	
research awards	SER/GSA-025
research development grants	SER/GSA-035
research infrastructure grants	SER/GSA-020
research support/NSERC	SER/GSA-040
university-industry program	SER/GSA-030
<b>Science and technology</b>	
communications activities	MST/COM-010
energy and mineral resources	EMR/DEX-005
operations of MOSST	MST/OPR-005
research	IDR/ISD-010
	SCC/RES-005
<b>Science Council of Canada</b>	
policy development	FIN/EDD-460
<b>Science, technology, space and communications industries</b>	
international trade relations and policies	DEA/TFB-050
<b>Scientific analysis services</b>	
Atlantic Research Laboratory	NRC/ARL-040
	EMR/RSB-495
<b>Sea ice information</b>	
<b>Search and rescue</b>	
Coast Guard	DOT/MSR-185
DND	DND/ADO-275
<b>Seasonal workers</b>	
Caribbean	EIC/LMD-365
Mexican	EIC/LMD-365
	SLS/SIB-120
<b>Seaway International Bridge Corporation</b>	
<b>Seaway see St. Lawrence Seaway</b>	
<b>Seaweed Culture Station</b>	NRC/ARL-035
<b>Second World War Campaign Stars</b>	
issue and replacement	VAC/DVA-005
<b>Securities</b>	
Bank of Canada custodial responsibilities to clients	BOC/COM-345
banks	FIN/IGB-035



Key Words	CoR No.	Key Words	CoR No.
<b>Securities markets</b>		<b>Seed potatoes</b>	
American	BOC/MFA-145	guidelines, specifications, standards	DOA/FPI-120
analysis	BOC/SEC-030	import and export control and certification	DOA/FPI-125
interest rates	BOC/MFA-130	inspection, testing, certification	DOA/FPI-115
strategy	BOC/SEC-070	<b>Seeds</b>	
volume of transactions	BOC/SEC-020	evaluation of new varieties for licensing	DOA/FPI-110
<b>Security</b>		inventory, import, export information	DOA/FPI-095
administration of programs	SIS/DDS-025	quality, packaging and labelling standards	DOA/FPI-105
airports	DOT/DAX-120	quality standards, enforcement of	DOA/FPI-100
assessment programs	SIS/DDS-005	<b>Seismology</b>	
Canadian posts in Ottawa and abroad	DEA/IFB-140	monitoring of earthquakes	EMR/PHB-345
communications electronic	DOC/SCS-280	<b>Seizure of goods</b>	
contingency planning and coordination	SGC/PSB-020	adjudication	RCC/CPE-250
cooperation with RCMP	EIC/SEC-055	<b>Self-government</b>	
detection devices for prohibited goods	RCC/CPE-300	native peoples	INA/CPS-045
electronics equipment, Correctional Service		<b>Senegal</b>	
Canada	CPS/TSB-035	Canadian aid	IDA/BFD-590
engineering, equipment and structures for		<b>Seniors</b>	
the federal government	CMP/PRO-160	care facilities, building standards	CMH/PDR-195
equipment and engineering	CMP/OPD-320	New Horizons program	NHW/NHD-400
equipment/penal institutions	CPS/OSD-375	older workers	EIC/EMP-480
government contracts	DSS/FAS-105	quality of life	NHW/NCW-095
Governor General	CMP/OPD-315	<b>Sensors</b>	
information and documents	CPS/PSD-420	research and development	EMR/RSB-505
national	DEA/IFB-140	<b>Sensory robotics, real-time</b>	NRC/DEE-255
nuclear facilities	AEC/FCM-140	<b>Service industries</b>	RIE/SEI-080
penal institutions	CPS/SER-345	labour market development	EIC/LMD-375
penal institutions operations	CPS/OSD-350	<b>Service to the public, Task Force on</b>	
personnel clearance	CPS/PSD-415	participation of Office of the Co-ordinator,	
policy guidelines and documentation, EIC	EIC/SEC-055	Regulatory Reform	TBS/APB-225
policy of the Government of Canada	SGC/PSB-040	<b>Service trade</b>	
potential threats to internal security of		statistics	STC/SER-425
government	SGC/PSB-035	<b>Services</b>	
preventive/Correctional Service Canada	CPS/PSD-400	certification	DSS/HSO-045
Prime Minister and family	CMP/OPD-315	<b>Services, suppliers</b>	
RCMP communications	CMP/RSU-200	competitive operations	RIE/IRB-085
Royal visits	CMP/OPD-315	<b>Settlement assistance</b>	
screening for federal government		immigrant, policy on	EIC/IMM-130
departments	CMP/IDD-105	<b>Settlement programs, policy on</b>	EIC/IMM-125
screenings of visitors to Canada	EIC/IMM-095	<b>Seventeenth Annual Review</b>	ECC/PAA-095
St. Lawrence Seaway	SLS/CPB-005	<b>Sexual harassment</b>	ASW/RES-015
surveys and reviews/Correctional Service		<b>Shipping</b>	
Canada	CPS/OSD-380	management/federal government	DSS/HSO-020
systems for federal government holdings	CMP/OPD-325	St. Lawrence Seaway	SLS/OMB-010
systems to protect federal holdings	CMP/PRO-165	statistics	STC/TRA-405
VIPs	CMP/OPD-315	Traffic control (Eastern Seaway)	SLS/ODE-050
	CMP/PRO-155	Traffic control (Western Seaway)	SLS/ODW-050
	SGC/PSB-030	traffic invoices	SLS/FAR-030
<b>Security and intelligence committees</b>		<b>Shipping Conferences Exemption Act</b>	CTC/WTC-200
<b>Security, national</b>		<b>Ships/shipping</b>	
communications	SIS/DDS-015	air cushion vehicles	DOT/MSS-240
federal policy	TBS/APB-160	Canadian government	DOT/MFS-180
human sources of information	SIS/DDS-020	cargo handling	DOT/MSS-195
identification services	CMP/OPD-335	control	DOT/MSS-210
policy and research	SIS/DDS-035	design, construction, purchase	DFO/FAA-090
support of CSIS investigations	SIS/DDS-030	harbours and ports	DOT/MPH-135
threats to	SIS/DDS-010	information on navigation and seamanship	DOT/MSS-205
<b>Security Service, RCMP</b>		management, operation, charter	DFO/OSS-085
operational audits	CMP/AUD-021	marine casualties	DOT/MCI-150
<b>Sedimentary and Petroleum Geology</b>		marine pilotage	DOT/MPH-145
activities, management and operations	EMR/GSC-395	measuring and surveying	DOT/MSS-245
<b>Seed forestation</b>		prevention of water pollution	DOT/MSS-250
research	DOA/CFS-640	qualifications of officers and seamen	DOT/MSS-200
		registration and licensing of ships	DOT/MSS-215
		safety inspection/dangerous goods	DOT/MSS-230
		safety inspections	DOT/MSS-235



Key Words	CoR No.	Key Words	CoR No.
<i>(continued)</i>		<b>Social programs</b>	
ships' appliances and equipment	DOT/MSS-225	federal expenditures	FIN/SPD-385
small vessel inspection	DOT/MSS-220	<b>Social sciences and humanities</b>	
wharves	DOT/MPH-140	aid to learned journals	SHR/IRC-125
<b>Showcase herds, maintenance of</b>	DOA/RDB-435	attendance grants to scholarly associations	SHR/IRC-140
<b>Shuttle spacelab experiment</b>	NRC/HIA-355	Bora Laskin fellowship	SHR/FEL-240
<b>Sierra Leone</b>		Canadian studies research tools	SHR/STR-085
Canadian aid	IDA/BCD-495	children and the family	SHR/STR-075
<b>Sign-language services</b>	SSC/OLP-015	Council advisory academic panel	SHR/ODG-030
<b>Signs and plaques</b>		Council committees	SHR/SEC-010
federal	PWC/PWC-080	Council program and policy information	SHR/INF-015
<b>Silver and gold</b>		Council program planning committees	SHR/FEL-240
market practices	BOC/INT-205		SHR/IRC-200
<b>Silver Memorial Cross</b>			SHR/RES-060
issue and replacement	VAC/DVA-005		SHR/STR-115
<b>Silviculture and harvesting</b>	DOA/CFS-660	Council program statistics	SHR/EVA-025
<b>SIN see Social Insurance Numbers</b>		Council records and meetings	SHR/SEC-005
<b>Single-unit housing</b>		doctoral fellowships	SHR/FEL-220
sale of repossessed	CMH/ISO-155	editorial grants	SHR/RES-050
<b>Sire Loan Programs</b>	DOA/RDB-440	electronic data on grant applicants	SHR/FEL-250
<b>Skills Growth Fund</b>	EIC/LMD-330		SHR/IRC-205
<b>Skim milk powder</b>			SHR/RES-065
used as animal feed	CDC/MOP-095		SHR/STR-120
<b>Small Area Database</b>	STC/SAD-560	evaluation of Council programs	SHR/EVA-020
<b>Small business</b>		exchange programs, grants for	SHR/IRC-190
economic development	FIN/EDD-435	grant applicants	SHR/RES-035
secretariat	RIE/BSP-195	grants, applicants of major	SHR/RES-040
special projects/DRIE	RIE/BSP-175	grants on behalf of research teams	SHR/RES-045
<b>Small Business Information Service</b>	BDB/MTS-060	innovative scholarly publishing, funding of	SHR/IRC-150
<b>Small Business Loan Program</b>	FIN/GFD-780	international collaborative, grant for	SHR/IRC-165
<b>Small Loans Act</b>		international congresses, grants for	SHR/IRC-175
market structure	CCA/BPC-135	international secretariats in Canada, aid to	SHR/IRC-170
<b>Smog, photochemical, research in</b>	NRC/DCH-200	Jules and Gabrielle Léger Fellowship	SHR/FEL-230
<b>Smuggling</b>		leave fellowships	SHR/FEL-210
control offences	CMP/OPD-275	lecturing abroad, grants for	SHR/IRC-185
<b>Smuggling control</b>		library services	NLC/PSB-110
commodity information	RCC/CPE-155	M.A. scholarships	SHR/FEL-225
excise	RCC/EPE-135	management development, grants for	SHR/STR-100
<b>Snow removal</b>		management of an organization, grants	
National Capital Region	NCC/DEB-030	concerning	SHR/STR-105
<b>Social affairs</b>		population aging, grants for studies in	SHR/STR-070
international relations	NHW/IIA-045	postdoctoral fellowships	SHR/FEL-215
<b>Social and community programs</b>			SHR/FEL-235
prison inmates/offenders	CPS/SCP-275	research	IDR/SSD-030
<b>Social and cultural development</b>		scholarly associations, aid to	SHR/IRC-135
prison inmates	CPS/SCP-320	scholarly conferences, aid to	SHR/IRC-130
<b>Social and economic studies</b>		scholarly publishing, grants for	SHR/IRC-145
statistics	STC/SES-285	science and technology, grants in	SHR/STR-110
<b>Social development</b>		small universities, grants to	SHR/STR-090
Indians	INA/IIA-100	special international projects, grants for	SHR/IRC-195
<b>Social housing</b>		travel grants	SHR/RES-055
federal-provincial	CMH/GCC-045	travel grants for international conferences	SHR/IRC-155
<b>Social Insurance Numbers</b>		travel grants for international	
application for	EIC/NSB-585	representation	SHR/IRC-160
development of controls for	EIC/INS-235	university library collections, grants to	
release or exchange of information	EIC/NSB-590	improve	SHR/STR-095
systems supporting administration of		visiting scholars, grants for	SHR/IRC-180
program	EIC/SYS-540	women and work	SHR/STR-080
<b>Social legislation</b>	EIC/SEC-035		
<b>Social policies</b>			
development	DOC/ACP-240		
	FIN/SPD-315		
economic effect	FIN/SPA-105		
northern development	FIN/SPD-365		

Key Words	CoR No.	Key Words	CoR No.
<b>Social security</b>		<b>Space industry</b>	
agreements with Quebec, and foreign governments	RCT/LEG-095	aerospace, general	RIE/ELA-130
financial policy	FIN/SPD-350	environmental test facilities	DOC/TH-115
international agreements	NHW/IIA-055	planning and support	DOC/TH-110
	NHW/ISP-350	research and development	DOC/RES-160
	NHW/ISP-390	<b>Space Science Evaluation and Planning Group (SSEPG)</b>	NRC/CCS-145
program statistics	STC/HLT-100	<b>Space Station Feasibility Study Program</b>	NRC/NAE-495
statistics development	STC/HLT-120	<b>Space Technology Program Office</b>	NRC/NAE-495
<b>Social services</b>		<b>Spaceborne radar technologies</b>	EMR/RSB-495
native peoples in the north	INA/NAP-185	<b>Spacecraft</b>	
policy development and information	NHW/SDD-405	design and development	DOC/RES-175
<b>Social statistics</b>	STC/NFS-025	test techniques	DOC/TH-115
<b>Society for World-wide Inter-bank Financial Telecommunications (SWIFT)</b>	BOC/MFA-165	<b>Spar-Embratel satellite training contract</b>	DOC/TIA-085
<b>Socioeconomic data</b>	STC/STA-295	<b>Special Development Loan Fund</b>	FIN/SPD-295
census	NHW/PPI-075	<b>Special Import Measures Act</b>	FIN/IER-590
national parks	DOE/PSK-015	<b>Special Projects Demonstration Program</b>	EMR/CNP-245
research databases	IDR/ISG-015	<b>Spectroscopic research</b>	NRC/HIA-370
services	RIE/POL-230		NRC/HIA-375
resource framework models	STC/STA-290	<b>Spectrum management, radio</b>	DOC/SMS-195
statistics	STC/SAD-560	<b>Spherical agglomeration, research in</b>	NRC/DCH-175
Yukon and Northwest Territories	INA/NAP-275	<b>Sponsorship</b>	
<b>Soil</b>		policy on refugees	EIC/IMM-125
conservation on the prairies	DOA/PFA-560	<b>Sports, amateur</b>	
research in fungi and lichens	NRC/ARL-060	financial and technical support	NHW/FAS-415
<b>Soil mechanics</b>		<b>Sports equipment</b>	
St. Lawrence Seaway	SLS/EMW-100	product control	CCA/BCA-075
<b>Solar energy</b>		<b>Spouses Allowance</b>	
programs	EMR/CNP-245	financial policy	FIN/SPD-375
research	NRC/DEN-310	<b>Sri Lanka</b>	
<b>Solar heating</b>		Canadian aid	IDA/BSD-285
design assistance	CMH/NOS-165	<b>St. Lawrence Project, Toronto</b>	
<b>Solar observing programs</b>	NRC/HIA-340	housing design	CMH/NOS-165
<b>Solar Purchase Program</b>	NRC/DEN-310	<b>St. Lawrence Seaway</b>	
<b>Solar radio noise</b>	NRC/HIA-340	(Western Region)	
<b>Somalia</b>		bridges	SLS/ODW-045
Canadian aid	IDA/BCD-500	bridges and tunnels	SLS/OMB-065
<b>Sound and video</b>		canals	SLS/SIB-120
recording	NFB/SED-040	Canals	SLS/ESB-065
<b>South Africa</b>		Champlain Bridge	SLS/ESB-080
Canadian aid	IDA/BCD-505	concrete control	SLS/OMB-080
<b>South East Asia, association of nations</b>		construction	SLS/JCB-130
Canadian aid	IDA/BSD-310	construction information	SLS/EMW-105
<b>South Pacific</b>		design	SLS/ESB-090
Canadian aid	IDA/BSD-315	electric plants (Eastern Region)	SLS/ESB-110
	IDA/MVP-210	electric plants (Western Region)	SLS/ESB-085
<b>South Saskatchewan River Project</b>	DOA/PFA-525	engineering information	SLS/EME-055
<b>South Shore Canal see St. Lawrence Seaway</b>	SLS/ESB-080	hydraulics	SLS/EMW-055
<b>Space</b>		ice research	SLS/ESB-075
communications systems	DOC/RES-170	Jacques Cartier Bridge	SLS/OMB-015
communications systems, research and development	DOC/RES-170	locks	SLS/OMB-010
electronics, research and development	DOC/RES-165	navigation	SLS/JCB-125
physics research	NRC/HIA-365	operations (Eastern Region)	SLS/ESB-070
research	NRC/CCS-145	operations (Western Region)	SLS/OMB-070
research facilities	NRC/CCS-155	pilotage services	SLS/OMB-010
	NRC/CCS-161	relocation of services and utilities	SLS/ODE-045
science instruments	NRC/CCS-150	river basin planning	LPA/OPR-005
support of science community	NRC/CCS-160	security	SLS/ESB-060
technology research and development	DOC/RES-180	soil mechanics	DOE/ECS-190
<b>Space and space policy</b>	MST/PSB-015	telecommunications (Eastern Region)	SLS/CPB-005
		telecommunications (Western Region)	SLS/EMW-100
		tolls	SLS/ODE-040
		traffic	SLS/ODW-040
			SLS/FAB-020
			SLS/FAB-020

Key Words	CoR No.	Key Words	CoR No.
<i>(continued)</i>		<b>State visits</b>	
traffic control (Eastern Region)	SLS/ODE-050	to Canada	DEA/XDX-005
traffic control (Western Region)	SLS/ODW-050	<b>Statistics (see also Surveys)</b>	STC/HLD-055
traffic invoices	SLS/FAR-030	accidents in the workforce	OHS/TES-030
traffic pre-clearance forms	SLS/FAR-035	agricultural trade	DOA/MAE-305
transit declaration forms	SLS/FAB-025	agriculture	FCC/ADM-045
waterway information	DOT/MAW-165		STC/AGR-445
Welland Canal Twinning Project	SLS/EMW-115		STC/AGR-450
<b>St. Lawrence Waterway</b>		air transport	STC/TRA-395
Project	NRC/DME-415	balance of payments	BOC/INT-245
<b>St. Mary and Bow River irrigation projects</b>	DOA/PFA-535		BOC/INT-250
<b>St. Pierre Street Project, Montreal</b>			BOC/INT-255
housing	CMH/PDR-235		BOC/INT-265
<b>Stabilization and Support Crop Insurance</b>	FIN/EDD-490		STC/IFE-260
<b>Staff relations (standard class of records)</b>		birth	STC/HLT-095
see institution identifier with 926, if		broadcasting	CRT/COR-085
available, in chapter concerning relevant		broadcasting and cable industry	CRT/COR-095
institution		building permits	STC/SCT-480
<b>Staffing</b>		business	STC/IFE-255
correctional programs	SGC/POL-070	business activities	BDB/MTS-050
enquiries, NRC	NRC/EXE-005	business and trade, field operations	STC/BTS-305
<b>Standard industrial classification</b>	CCA/BCP-115	business loans	BDB/FLS-035
<b>Standards</b>		business; shipments, inventories and orders	STC/IND-310
broadcasting equipment	DOC/SMB-200	Canadian investment dealers	BOC/SEC-025
certification systems	SDC/EIB-020	capital expenditures in construction	STC/SCT-475
classifications and concepts	STC/STD-535	capital stock	STC/SCT-470
community and building	CMH/PDR-195	collective agreements	LAB/LDB-160
conformity of	SDC/NSB-010	communications	STC/SER-430
council activities	SDC/NSB-015	construction industry	STC/IND-370
council financial records	SDC/AFB-040	correctional services	STC/CCJ-125
council public relations	SDC/EIB-025	criminal courts	STC/CCJ-130
dairy products	DOA/FPI-045	cultural activities	STC/ECT-195
documentation of museum collections	NMC/NPG-065	cultural industries	STC/ECT-190
electrical current measurement	NRC/DPH-515	cultural institutions	STC/ECT-185
electricity and gas	CCA/BCA-055	database services/DRIE	RIE/POL-230
electrotechnical	SDC/ISB-035	deaths	STC/HLT-095
federal government products control	DSS/HSO-040	diseases	STC/HLT-095
fruit and vegetables	DOA/FPI-045	divorce in Canada	JUS/JUS-040
housing construction	CMH/NOS-170	divorces	STC/HLT-095
international	SDC/ISB-030	domestic financing	BOC/SEC-055
international, metrology	CCA/BCA-065	educational finance	STC/ECT-175
laser frequency	NRC/DPH-535	electrical equipment	STC/IND-350
length measurement	NRC/DPH-535	electricity and mineral fuels	STC/IND-315
livestock and poultry products	DOA/FPI-030	elementary and secondary education	STC/ECT-165
mass measurement	NRC/DPH-535	employment and compensation	STC/LAB-075
meat products	DOA/FPI-085	energy	EMR/EPS-180
meat products, compliance with	DOA/FPI-090	energy balances	STC/INO-270
metering, measurements, metric conversion	CCA/BCA-050	exports and imports	STC/INT-410
metric conversion	SDC/NSB-005	family	STC/NFS-025
national, regional, foreign	SDC/EIB-020	family courts	STC/CCJ-145
NCC projects	NCC/DEB-025	family expenditures	STC/HLD-045
product safety	CCA/BCA-070	farm economy	FCC/ADM-055
publications and audio-visual material	SDC/EIB-025	farm income and prices	STC/AGR-455
research grant	SDC/EIB-020	farm products marketing	FPM/FPM-010
seed potatoes	DOA/FPI-120	federal government	STC/PUI-220
seeds	DOA/FPI-100	financial flows	STC/IFE-245
	DOA/FPI-105	financial markets	BOC/SEC-030
telecommunications, ITU activities in	DOC/PLI-005	financial/farming	FCC/ADM-075
temperature and thermometry	NRC/DPH-520	food, beverage and tobacco industries	STC/IND-320
textile labelling	CCA/BCA-025	foreign financing	BOC/SEC-060
time measurement	NRC/DPH-515	forestry and forest products	DOA/CFS-625
wages	FIN/SPD-310	geography	STC/GEO-520
weights and measures	CCA/BCA-060	government expenditures on culture	STC/ECT-205
<b>State Ceremonial activities</b>	SSC/CCP-040	Gross National Product	STC/GNP-235
		health and social security	STC/HLT-120



Key Words	CoR No.	Key Words	CoR No.
<b>Statistics (continued)</b>		<b>(continued)</b>	
health and welfare	NHW/ISP-345	tax	FIN/TPL-705
health manpower	STC/HLT-090	taxation operations	RCT/LEG-110
health sciences	MER/PPD-120	taxation program result/production	RCT/MCD-005
hospital operations	STC/HLT-085	textile and apparel industry	STC/IND-330
household facilities and equipment	STC/HLD-050	travel and tourism	STC/ECT-200
housing	CMH/PDR-230	unemployment insurance	STC/LAB-070
	STC/NFS-025	water transport	STC/TRA-405
housing starts	STC/SCT-480	wholesale trade	STC/IND-380
industrial operations in penal institutions	CPS/IND-210	wood and furniture products	STC/IND-355
industrial output	STC/IMA-240	<b>Status of Disabled Persons Secretariat</b>	SSC/CCP-080
industrial prices	STC/PRI-420	<b>Status of women</b>	
institutional care	STC/HLT-080	assistance to voluntary groups	SSC/CCP-055
institutions	STC/SIL-010	market structure	CCA/BPC-135
interest rates	BOC/MFA-130	<b>Steam rebuild programs</b>	AEC/DRR-050
international aid	IDA/YVP-070	<b>Stock exchanges</b>	BOC/SEC-010
international economy and finance	FIN/IFD-610	<b>Stocks and bonds</b>	
international travel	STC/IFE-250	statistics, analysis	BOC/SEC-030
labour	STC/SIL-010	<b>Stockyards</b>	
labour force/market	LAB/EIR-125	supervision of livestock trade	DOA/RDB-460
labour/women	LAB/WEA-020	<b>STOL ports</b>	DOT/AAA-085
leather industry	STC/IND-325	<b>Stolen property</b>	CMP/IDD-115
legal aid	STC/CCJ-160	<b>Strategic controls and embargoes</b>	
livestock and animal products	STC/AGR-460	international policy	DEA/EFFB-060
logging	STC/IND-385	<b>Strikes and lockouts</b>	
machinery and transportation equipment	STC/IND-345	data	LAB/LDB-170
management information/Revenue Canada,		unlawful	CLR/OPS-015
Taxation	RCT/PSB-295	<b>Student Community Service Program</b>	SSC/CCP-065
manufactured metals	STC/IND-365	<b>Students (see also Youth)</b>	
marine casualties	DOT/MCI-150	guaranteed repayment loans	FIN/GFD-780
marriages	STC/HLT-095	loans	SSC/ESP-010
medical	STC/HLT-080	summer employment	EIC/EMP-460
miscellaneous manufacturing	STC/IND-340	summer employment experience	
mortgage defaults/arrears	CMH/ISO-120	development	EIC/LMD-415
municipal governments	STC/PUI-210	summer job corps	SSC/CCP-065
murders	STC/CCJ-135	summer language bursary program	SSC/OLP-030
national accounts	STC/GNP-230	<b>Subsidies (see also Assistance, financial; Grants, Loans)</b>	
	STC/NAC-225	agricultural products	DOA/ASB-600
native peoples	INA/IIA-145	fishing vessels	DFO/FAA-095
occupational health and safety	LAB/OSH-245	milk and cream shipments, regulations on	CDC/SOP-050
paper products and printing	STC/IND-360	payment of subsidies for milk and cream	
pensions	STC/LAB-065	shipments	CDC/SOP-055
persons entering Canada	EIC/IMM-115	public housing	CMH/PSO-050
plastics, rubber and chemical industries	STC/IND-335	<b>Succession duties</b>	
population	STC/DEM-030	federal-provincial	FIN/FPR-275
	STC/POS-280	<b>Sudan</b>	
Ports Canada	CPC/POR-015	Canadian aid	IDA/BCD-555
post-secondary education	STC/ECT-170	<b>Summer Canada</b>	SSC/CCP-065
projections and analysis, education	STC/ECT-180	<b>Summer Canada Works projects</b>	EIC/LMD-395
provincial governments	STC/PUI-215	<b>Summer employment</b>	EIC/EMP-460
rail transport	STC/TRA-390	<b>Summer Employment Experience Development (SEED)</b>	
retail prices	STC/PRI-415	Summer Job Corps	EIC/LMD-415
retail trade	STC/IND-375	<b>Summer Language Bursary Program</b>	SSC/CCP-065
road transport	STC/TRA-400	<b>Summer Student Employment and Activities Program</b>	SSC/OLP-030
science	STC/SCT-465	<b>Summer Youth Employment Program</b>	SSC/CCP-065
service trade	STC/SER-425	<b>Superannuation</b>	
services/Revenue Canada, Taxation	RCT/LEG-115	public service	DSS/ROS-075
Small Area Database	STC/SAD-560		
small businesses	BDB/MTS-060		
social	STC/NFS-025		
	STC/SIL-010		
social and economic studies	STC/SES-285		
social security programs	STC/HLT-100		
socio-legal affairs	JUS/JUS-030		
St. Lawrence shipping	SLS/FAB-020		
surveys relating to EIC programs	EIC/SPP-625		

Key Words	CoR No.
<b>Supplemental unemployment benefits</b>	EIC/INS-180
<b>Supplementary Retirement Benefits Fund</b>	FIN/GFD-775
<b>Supply methods</b>	
to federal government	DSS/HSO-010
<b>Surface science research</b>	NRC/DEE-265
<b>Surgical services</b>	
veterans	VAC/VSB-040
<b>Surplus properties</b>	
federal	PWC/PWC-085
<b>Surveys (see also statistics)</b>	
Canada Lands	EMR/SMB-405
consumer finance	STC/HLD-055
design of	STC/SVM-540
geophysical-hydrographic	DFO/OSS-080
health	STC/HLT-115
hog fat	DOA/FPI-030
household facilities and equipment	STC/HLD-050
labour and household analysis	STC/LHS-060
labour force	STC/HLD-035
methodology	STC/SVM-545
special	STC/HLD-040
<b>Surveys and mapping</b>	
management	EMR/SMB-400
National Capital Region	NCC/PRB-075
<b>Swaziland</b>	
Canadian aid	IDA/BCD-515
<b>Sylvia Gelber Foundation Awards</b>	CAC/ART-005

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<b>Tankers, icebreaking</b>	
Beaufort Sea and Arctic islands	INA/NAP-215
<b>Tanzania</b>	
Canadian aid	IDA/BCD-520
<b>Tar sands</b>	
financial policy	FIN/ERP-420
<b>Tariff Board</b>	
decisions on excise tax	RCC/EPE-035
recommendations	FIN/TAR-695
strategy on	RCC/EPE-090
<b>Tariffs</b>	RCC/CPE-185
air carriers	CTC/ATC-150
applications by telecommunications	
common carriers	CRT/TEL-135
Auto Pact	RCC/CPE-185
Canadian committee on trade	FIN/TAR-685
Canadian customs	FIN/IER-595
Canadian participation in GATT	DEA/EFEB-065
changes in rates	FIN/TAR-700
classification	RCC/CPE-145
complaints and disputes	CTC/TTB-330
excise assessment programs	RCC/CPE-145
GATT	FIN/IER-570
harbours and ports	DOT/MPH-135
in federal budgets	FIN/TAR-680
Industrial Incentive Programs Audit	RCC/CPE-205
international effects	FIN/SPA-100
international policy	DEA/EFEB-060
Made-in-Canada legislation	RCC/CPE-175
nomenclature review	RCC/CPE-380
passenger entry processing	RCC/CPE-280
pilotage	CTC/WTC-210

Key Words	CoR No.
<i>(continued)</i>	
pilotage services	APA/OPD-010
pilotage services, Great Lakes	PPA/OPE-010
Ports Canada	GLP/OPE-010
prohibited goods and privileges	CPC/POR-015
rules of origin	RCC/CPE-185
ruling and appeals on classifications	RCC/CPE-180
seaway	RCC/CPE-170
shipping conference liners	CTC/WTC-215
St. Lawrence Seaway (see also tolls)	CTC/WTC-200
studies on	SLS/FAB-020
trade	TBD/REF-005
wharves	FIN/TAR-675
<b>Tax and non-tax revenue</b>	DOT/MPH-140
Customs and excise	RCC/CAE-420
<b>Tax certificates for cultural property</b>	DOC/ACS-275
<b>Tax incentives</b>	
Canadian content in films, videotapes	DOC/ACS-260
<b>Tax measures review</b>	
policy	FIN/EDD-430
<b>Tax Rental agreements</b>	
federal-provincial	FIN/FPR-205
<b>Tax Sharing agreements</b>	
federal-provincial	FIN/FPR-205
<b>Tax Transfer Integration Task Force</b>	FIN/SPD-320
<b>Taxable status</b>	
commodities	RCC/EPE-120
goods, persons, institutions	RCC/EPE-030
<b>Taxes (see also Income tax; Duties and taxes)</b>	
appeals and adverse decisions	RCT/APP-310
audit operations evaluation	RCT/PSB-210
audit programs, planning and control	RCT/PSB-190
audit programs/national selection	RCT/PSB-195
audit quality review	RCT/PSB-205
audit research	RCT/PSB-215
avoidance of taxes	RCT/PSB-255
businesses	STC/BUS-530
capital income	ECC/CRA-015
collection/interpretations	RCT/PSB-170
commercial and economic effects	FIN/CFD-510
computerized programs against late filers	
and non-filers	RCT/PSB-180
coverage and assessment/employers	RCT/APP-315
criminal investigations	RCT/PSB-235
disputed assessments	RCC/EPE-045
double/two governments	RCT/PSB-260
EDP system documentation	RCT/PSB-290
enquiries concerning the T4U and TP4U	EIC/NSB-600
estate and gift	FIN/FPR-275
excise and sales	FIN/TAC-740
excise and sales refmds	FIN/TAC-750
excise revenues	RCC/EPE-100
federal government policy and legislation	FIN/TPL-705
federal-municipal relations	FIN/FPR-245
federal-provincial	FIN/FPR-280
federal sales	FIN/TAC-745
fraud investigation	RCC/EPE-070
inter-governmental	FIN/FPR-285
international	FIN/CRT-770
international affairs	RCT/LEG-080
interpretations and rulings/research	RCT/LEG-050
judicial processes	RCT/PSB-240
management information/EDP system	
development	RCT/PSB-295

Key Words	CoR No.	Key Words	CoR No.
<b>Taxes</b> (continued)		<b>Technology transfer</b>	
mathematical tax models	RCT/LEG-105	to industry/fibre optics	DOC/REC-140
non-compliance research	RCT/PSB-200	<b>Telecommunications (see also Broadcasting; Communications)</b>	
operations research studies	RCT/LEG-120	applications for licences	CRT/TEL-125
payroll audit and enforcement	RCT/PSB-165	Atmospheric Environment Service	DOE/AES-425
program assessments	RCT/PSB-125	Canadian involvement in ITU activities	DOC/PLI-005
program evaluation	RCT/IAE-030	carriers, statistics	STC/SER-430
program management	RCT/APP-300	complaints regarding carriers	CRT/TEL-120
provincial governments/laws	RCT/LEG-085	emergency planning	DOC/SME-205
rebate discounting	CCA/BCA-040	extension and improvement of services	DOC/PLB-040
rebate discounting/market structure	CCA/BPC-135	federal facilities and services	DOC/TIT-120
reform	FIN/TPL-705	federal planning and co-ordination	DOC/TIT-120
refunds, sales and excise	FIN/TAC-750	financial statistics on federally regulated carriers	CRT/COR-115
registration of charitable and non-profit organizations	RCT/LEG-060	international aid	IDA/RVP-720
regulations	RCT/LEG-100	international services, Canadian involvement in organizations providing	DOC/PLI-010
remissions	FIN/TAC-735	legal issues involving carriers	CRT/LEG-160
revenue accounting and control	RCT/PSB-160	legislation	DOC/PLP-075
revenue reporting	RCT/APP-320	marine	DOT/MTE-175
rulings and interpretations	RCT/LEG-045	networks, policies on the development and implementation of	DOC/PLT-055
rulings/alcohol industry	RCC/EPE-115	new mobile services	DOC/TIA-090
rulings/customs and excise	RCC/EPE-005	planning and support	DOC/TII-110
rulings/customs and excise	RCC/EPE-110	police community	CMP/RSU-210
rulings/excise	FIN/TAC-755	policies on spectrum and orbital assignment	DOC/PLT-050
special excise	RCT/PSB-250	policies relating to corporate relations	DOC/PLT-045
special investigations management	RCT/PSB-245	policy	FIN/EDD-465
special investigations operations	RCT/LEG-110	regulation of, policies on	DOC/PLT-060
statistics/control of data	RCT/PSB-185	regulations	CRT/TEL-130
taxroll programs, planning and control	RCC/EPE-020	regulatory policy, development of	DOC/PLB-035
training initiatives on interpretation	RCT/LEG-075	St. Lawrence Seaway (Eastern Region)	SLS/ODE-040
treaty negotiations with other countries		St. Lawrence Seaway (Western Region)	SLS/ODW-040
T2 (corporate), T3 (trust), and PGRT (petroleum and gas revenue tax)	RCT/PSB-140	strategic planning	DOC/PLP-075
valuations, appraisals and succession duties	RCT/PSB-230	tariff applications by federally regulated carriers	CRT/TEL-135
veterans under VLA	VAC/VLA-100	<b>Telefilm Canada</b>	
<b>Taxpayers</b>		broadcast-related activities	DOC/PLB-025
audits of records	RCC/EPE-045	<b>Telephone and communications</b>	
computerized programs on delinquent	RCT/PSB-180	consumer protection	CCA/BCA-045
information on licensing	RCC/EPE-130	<b>Telephone directories, federal</b>	DOC/TIT-120
<b>Technical information</b>		<b>Telephone Referral Services</b>	
farming	FCC/ADM-060	federal government information	DSS/STP-215
<b>Technical services</b>		<b>Telephones (see also telecommunications)</b>	
Canada Mortgage and Housing Corporation, internal	CMH/CTS-350	policy	FIN/EDD-465
DIAND, internal	INA/ADM-380	regulations	CRT/TEL-130
housing	CMH/CTS-350	<b>Telesat</b>	
<b>Technical services management</b>		mobile telecommunications	DOC/TIA-090
construction	CPS/TSB-025	<b>Telescope observing time, application for</b>	NRC/HIA-340
<b>Technicians of Central Banks of the American Continent (CEMLA)</b>		<b>Teletext services</b>	
<b>Technological change</b>		policies and programs	DOC/PLB-030
	BOC/INT-225		
	ECC/CRA-025		
	ECC/PAA-055		
	EIC/LMD-340		
<b>Technology</b>			
energy, research and development	EMR/CAB-460		
film production	NFB/SED-045		
films and videos	NFB/SED-035		
health services	NHW/HSD-260		
housing	CMH/NOS-170		
minerals, research and development	EMR/CAB-465		
space, development	EMR/RSB-495		
transfer/agriculture	DOA/RDB-480		
transfer/energy conservation material	EMR/CNP-225		
<b>Technology and investment development</b>			
trade relations and policies	DEA/TFB-050		



Key Words	CoR No.	Key Words	CoR No.
<b>Television</b> (see also <b>Radio</b> ; <b>Telecommunications</b> )		<b>Tides</b>	
advertising	CRT/BRO-015	information on	DFO/OSS-080
advertising that contravenes CRTC policy	CRT/LEG-150	research	NRC/DME-415
archival recordings, acquisition of	PAC/FTS-035	<b>Timber Marketing Act</b>	CCA/COA-095
archival recordings, enquiries concerning	PAC/FTS-040	<b>Time-series analyses</b>	
archival recordings, information on	PAC/FTS-030	research	STC/TSR-555
archival recordings, retention of	PAC/FTS-045	<b>Tobacco</b>	
Canadian content	CRT/BRO-055	development of control policies	NHW/CDC-155
Canadian content, policies on	DOC/ACS-260	excise duties	RCC/EPE-075
correspondence on programming	CRT/SEC-045	information on benefits of not smoking	NHW/HPD-315
decisions on applications	CRT/SEC-055	monitoring of excise duty	RCC/EPE-115
financial returns of licensees	CRT/COR-065	statistics	STC/IND-320
interventions regarding applications for licence	CRT/SEC-050	<b>Togo</b>	
licensing, planning and control	CRT/COR-110	Canadian aid	IDA/BFD-655
marketing analyses	CRT/BRO-035	<b>Tolls</b>	
operational information	CRT/COR-100	Seaway international bridges	SLS/SIB-120
ownership	CRT/BRO-025	St. Lawrence shipping	SLS/FAB-020
policy	FIN/EDD-465	<b>Tools</b>	
policy and regulations	CRT/BRO-020	product control	CCA/BCA-075
political broadcasting	CRT/BRO-010	<b>Topographical mapping</b>	
program logs	CRT/COR-105	general	EMR/SMB-430
regulatory policy, development of	DOC/PLB-035	<b>Tourism</b>	
statistical records for industry	STC/ECT-190	general	RIE/TOU-170
statistics stations	STC/SER-430	National Capital Region	NCC/PAB-050
technical briefs concerning new stations	CRT/BRO-030	promotion and development	RIE/NSP-375
violation of regulations	CRT/LEG-155	research	RIE/XRO-350
<b>Television Remission Program</b>		statistics	DOE/PKS-025
customs duty	RCC/CPE-200	<b>Tours</b>	STC/ECT-200
<b>Telidon program</b>		National Capital Region	NCC/PAB-050
	DOC/TIA-095	NRC	NRC/EXE-005
	DOC/TIP-080		NRC/EXE-020
<b>Temperature standards</b>	NRC/DPH-520	<b>Tours and pilgrimages</b>	
<b>Temporary Assignment Program</b>	TBS/PPB-400	planning/veterans	VAC/DVA-010
<b>Terminal Attachment Program</b>	DOC/SME-210	<b>TOUS</b>	
<b>Terrain science</b>		marine meteorology	DOE/AES-355
activities, management and operations	EMR/GSC-380	<b>Toxic chemical management</b>	DOE/EPS-300
<b>Territorial government</b>		<b>Toxic organometals, research in</b>	NRC/BSC-095
administration and development	INA/NAP-170	<b>Toxic substances</b>	
<b>Terrorism</b>		assessments	DOE/EPS-275
analysis and dissemination of information	SGC/PSB-035	wildlife	DOE/ECS-145
counter-terrorism programs	SGC/PSB-020	<b>Toxicology research</b>	NRC/BSC-105
criminal aspects of	CMP/FSD-015	<b>Toys</b>	
information on terrorists	CMP/CID-075	product control	CCA/BCA-075
law enforcement against	CMP/OPD-285	<b>Trade</b>	
relating to Canada	SIS/DDS-010	agreements/international policy	DEA/EFFB-060
<b>Textiles</b>		<b>Trade</b> (see also <b>Foreign trade</b> ; <b>Trade relations</b> )	
chemical research	NRC/DCH-240	agricultural policy issues	DOA/MAE-300
industrial records	STC/IND-330	customs matters	RCC/CPE-245
industry	RIE/OIA-060	development policy, planning and liaison	DEA/TFB-055
labelling	CCA/BCA-025	export development	FIN/IFD-635
product control	CCA/BCA-075	foreign	DEA/FGB-025
sampling and testing	CCA/BCA-025	GATT negotiations	FIN/TAR-690
<b>Textiles and clothing</b>		industrial relations	DEA/EFFB-075
economic data	TCB/AOP-015	international agreements	DEA/JCX-015
enquiries and review	TCB/AOP-010	international policy	DEA/EFFB-060
general activities of Board	TCB/AOP-005	international theory and policy	BOC/RES-095
<b>Thailand</b>		promotion	DEA/SFB-170
Canadian aid	IDA/BSD-300	relations/science, technology, space and communications industries	DEA/TFB-050
<b>Theatre</b>		special relations	DEA/EFFB-110
grants	CAC/THS-110	statistics, field operations	STC/BTS-305
<b>Thermometry research</b>	NRC/DPH-520	United Nations	FIN/IFD-670
<b>Third World see Developing countries</b>		<b>Trade and tariff studies</b>	TBD/REF-005
<b>Tidal surveys</b>			
research	DOE/ECS-200		

Key Words	CoR No.	Key Words	CoR No.
<b>Trade development</b>		<b>Training and development (standard class of records)</b>	
Canadian Commercial Corporation	CCC/CCC-005	see institution identifier with 927, if available, in chapter concerning relevant institution	
general	RIE/POL-250	<b>Trans-Canada Highway</b>	
<b>Trade, industrial</b>		policy development	FIN/EDD-470
policy	DEA/EFFB-075	<b>Transfer payments</b>	
<b>Trade, international</b>		federal government	FIN/SPD-320
Canadian and foreign initiatives	FIN/SPA-100	provinces	FIN/FPD-060
conduct	FIN/IER-550	<b>Transient species, research in</b>	NRC/DCH-230
Europe	FIN/IER-560	<b>Transitways</b>	
GATT	FIN/IER-570	National Capital Region	NCC/PLB-080
general information	FIN/IER-575	<b>Translation</b>	
<b>Trade Marks</b>	CCA/COA-105	machine	DOC/TIA-105
<b>Trade policy</b>		prizes	CAC/ART-005
Canada-US	RIE/POL-245	<b>Translation Bureau</b>	
<b>Trade practices, restrictive</b>		federal	SSC/OLP-014
hearings	RTP/COM-005 RTP/COM-010	<b>Transportation</b>	
<b>Trade, retail</b>		aeronautical products	DOT/DAB-110
statistics	STC/IND-375	air navigation aids	DOT/AAN-070
<b>Trade unions</b>		air, statistics	STC/TRA-395
bargaining rights, federal	CLR/OPS-005	air traffic services	DOT/DAT-075
collective bargaining	CLR/OPS-030	aircraft	DOT/DIC-100
<b>Trade, wholesale</b>		airport security	DOT/DAX-120
statistics	STC/IND-380	appeals of CTC decisions	DOT/COD-030
<b>Traffic control</b>		aviation medicine	DOT/DAM-130
St. Lawrence Seaway	SLS/OMB-010	aviation safety	DOT/DSP-115
<b>Training (see also Education)</b>		Canadian and international policy	DEA/TFB-030
academic courses for recruits	CMP/DEP-245	civil air-, heli- and STOL ports	DOT/AAA-085
allowances	EIC/LMD-325	civil aviation aids	DOT/DFS-080
assessment of programs	EIC/SPP-680	conferences and committees	DOT/COD-015
atomic reactor operators	AEC/DRR-070	costing	CTC/RES-315
business management	BDB/MTS-050 BDB/MTS-065	CTC Railway Transport Committee	CTC/RTC-015
cadets	DND/RCD-340	dangerous commodities	CTC/RTC-030
computer-aided	NRC/DEE-275	dangerous goods	DOT/TDG-035
courses and certifications	EIC/LMD-295	disabled and handicapped persons	DOT/COD-020
critical trade skills, policy on	EIC/LMD-305	emergency planning	DOT/DSE-065
design service/housing	CMH/NOS-165	energy use and conservation	EMR/CNP-240
development	EIC/LMD-295	enforcement of aviation regulations	DOT/DEL-125
EIC files	EIC/SPP-650	financial assistance	FIN/ERP-415
facilities, funding of	EIC/LMD-330	grain and freight/railways	DOT/DRG-285
federal-provincial negotiations and agreements	EIC/LMD-295	handicapped persons	CTC/RES-320
health personnel	NHW/HSD-285	humane treatment of animals	DOA/FPI-010
industrial	EIC/LMD-300	industry pricing philosophy	CTC/TTB-330
inmates	CPS/ETD-165	information for Parliament	DOT/DSE-055
institutional	EIC/LMD-320 EIC/LMD-325	internal planning	DOT/PPD-005
international technical and vocational	LAB/IRB-090	internal policy development	DOT/PPD-010
meteorologists	DOE/AES-475	international aid	IDA/RVP-725
military engineering	DND/MEO-320	international food aid	IDA/RDG-700
native management of housing	CMH/PSO-070	International Transport Policy Committee	CTC/ITP-280
operational staff/policy	FCC/ADM-025	legislation	DOT/DSE-045
physical courses for recruits	CMP/DEP-250	licensing of maritime carriers	CTC/TTB-325
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# **ADVISORY COUNCIL ON THE STATUS OF WOMEN**

## **Chapter 1**



# ADVISORY COUNCIL ON THE STATUS OF WOMEN

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## ADVISORY COUNCIL ON THE STATUS OF WOMEN

(ASW)

PRESIDENT

VICE-PRESIDENTS

RESEARCH

(RES)

005 General Social Issues  
010 Economic Situation of Women  
015 Discrimination in the Workplace  
020 Concerns of Women at Home  
025 Justice  
030 Government  
035 Health Issues

ACCESS TO INFORMATION  
CO-ORDINATOR  
ADVISORY COUNCIL ON THE  
STATUS OF WOMEN  
66 SLATER STREET, 18TH FLOOR  
BOX 1541, STATION B  
OTTAWA, ONTARIO  
K1P 5R5

# ADVISORY COUNCIL ON THE STATUS OF WOMEN

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## Background

The Advisory Council on the Status of Women (CACSW) is composed of 30 members, appointed by the federal government, which brings before the government and the public, matters of interest and concern to women, and advises the Minister responsible for the Council on matters which the Minister may refer to the Council for its consideration, or which the Council may deem appropriate.

Historically, its roots lie in the Royal Commission on the Status of Women in Canada which was established in early 1967. The terms of reference of the Commission specified that the Council is "to ensure for women equal opportunities with men in all aspects of Canadian society." On September 28, 1970, the commissioners submitted their report which provided the government with 167 recommendations, of which 122 were within federal jurisdiction. Recommendation 166 stipulated "that a federal Status of Women Council ... be established." Accordingly, the Advisory Council on the Status of Women was established in 1973. Its members are appointed for specific terms, from all the provinces and territories. Council meetings are held at least twice a year, usually in the National Capital Region.

## Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council focus on the particular problems of their regions. Research and background material provide the basis for Council recommendations which are made following deliberation by members at general meetings.

Recommendations for change in legislation and other measures to improve the status of women are presented to the government through the Minister responsible for the Status of Women. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

## Organization

The Advisory Council on the Status of Women is composed of a president, two vice-presidents and 27 council members from across the country. The vice-presidents are responsible for specific regions, while the president retains overall responsibility for the operations of the Council. Regional and local offices are located in Vancouver, Montréal and Winnipeg. At the central office in Ottawa, three directors have specific responsibilities for research, communications and administration and, along with their staff, support ongoing Council activities across the country.

## Pensions

The CACSW clearinghouse on pensions was established in October 1981 in response to the need for Canadian women to be informed of the issues involved in the reform of Canada's pension system. The clearinghouse distributes pension information to women's groups, individuals and other interested organizations throughout Canada.

## Talent Bank

The Council has on file an inventory of qualified women across the country with expertise in all fields. Its purpose is to promote women in leadership roles in all areas of Canadian society.

## Major Publications

The Council has published numerous books, briefs and fact sheets since its inception in 1973 and maintains a stock on hand which is available, in most cases free of charge, to the public. The following is a sample of these publications, grouped under a number of issues of concern to women.

### Women's Political Status and Action

- Play From Strength: A Canadian Woman's Guide to Initiating Political Action; Penney Kome, 1983
- Women and Legal Action: Precedents, Resources and Strategies for the Future; E. Atcheson, M. Eberts and B. Synes, 1984

### Women and Work

- Microtechnology and Employment: Issues of Concern to Women; CACSW, 1982
- Better Day Care for Canadians: Options for Parents and Children; CACSW, 1982
- Current Issues for Women in the Federal Public Service; Julie White, 1983
- Fact Sheet: Women and Part-time Work, 1983
- Juggling a Family and a Job; CACSW, 1984

### Violence Against Women

- A Brief on Wife Battering with Proposals for Federal Action; CACSW, 1982

### Women and Health

- Fact Sheet: Reproductive Health Hazards at the Workplace, 1984

### Other Issues

- Fact Sheet: Homemaker Pension, 1985
- Fact Sheet: Women and Sport in Canada, 1983
- As Things Stand: Ten Years of Recommendations, 1983
- Love, Marriage and Money ... An Analysis of Financial Relations Between the Spouses; Louise Dulude, 1984
- Women and Microtechnology, 1985
- Prostitution in Canada; CACSW, 1984

### CACSW Publications Available from the Canadian Government Publishing Centre

- Fair Ball: Towards Sex Equality in Canadian Sport; M. Ann Hall and Dorothy A. Richardson, 1982
- Reproductive Hazards at Work: Men, Women and the Fertility Gamble; Nancy Miller Chenier, 1982
- A Working Majority: What Women Must Do For Pay; Pat and Hugh Armstrong, 1983
- Women and Part-Time Work; Julie White, 1983
- "What Will Tomorrow Bring?...": A Study of the Aspirations of Adolescent Women; Maureen Baker, 1985

## Regional Contacts

For the above publications, a listing of all publications available, and general information on the Council, write or call the Advisory Council on the Status of Women at:

# ADVISORY COUNCIL ON THE STATUS OF WOMEN

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## Ottawa

Advisory Council on the Status of Women  
66 Slater Street  
Box 1541, Station B  
Ottawa, Ontario  
K1P 5R5  
Telephone: (613) 992-4975

## Montréal

Advisory Council on the Status of Women  
800 Dorchester Street West  
10th Floor, Room 1036  
Montréal, Québec  
H3B 1X9  
Telephone: (514) 283-3123

## Winnipeg

Advisory Council on the Status of Women  
269 Main Street  
Suite 600  
Winnipeg, Manitoba  
R3C 1B2  
Telephone: (204) 949-3140

## Vancouver

Advisory Council on the Status of Women  
1055 West Georgia Street  
18th Floor, Room 1800  
Vancouver, British Columbia  
V6E 3P3  
Telephone: (604) 666-1174

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Advisory Council on the Status of Women  
66 Slater Street, 18th Floor  
Box 1541, Station B  
Ottawa, Canada  
K1P 5R5  
Telephone: (613) 992-4975

## President's Office

As spokesperson for the Advisory Council on the Status of Women, the president has the mandate to bring before the government and the public, matters of interest and concern to women and to advise the Minister on such matters relating to the status of women. As chief executive officer, the president is responsible and accountable for the management of the organization and its operational activities.

The president must initiate briefs and studies, attend conferences and seminars at all levels, maintain contact with the two vice-presidents and preside over Council meetings and the executive committee. The president represents CACSW at meetings of the joint committee of federal and provincial Councils and maintains contact with business leaders and government officials at all levels.

## Vice-Presidents' Offices

The two vice-presidents are called upon to advise the president on public matters of interest and concern to women and to co-ordinate the Council's activities in their respective areas of responsibility. The vice-president in Vancouver co-ordinates activities in the western

provinces and the territories, while the vice-president in Montréal co-ordinates activities in Québec and the Atlantic provinces.

## Research Division

This division determines priorities for research, through ongoing liaison with members and with other relevant research and policy groups inside and outside government. It initiates, oversees or performs research studies to inform members of the Council and the public, and also monitors and responds to government policy changes, presenting briefs as required.

## Classes of Records

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ASW/RES-005 *Formerly Identified as:* CACSW-10

### General Social Issues

*Description:* Information on social issues of particular concern to women. *Topics:* Rights of Indian women; specific problems of immigrant women; sex stereotyping in advertising and the media; women in politics; one-parent families; women and aging; disabled women; planning resources for adolescent women.

ASW/RES-010 *Formerly Identified as:* CACSW-20

### Economic Situation of Women

*Description:* Information on women's economic position. *Topics:* Inequities in matrimonial property laws; inclusion of women in the Canada Pension Plan; taxation; private pensions; the contribution of women to different sectors of the economy.

ASW/RES-015 *Formerly Identified as:* CACSW-30

### Discrimination in the Workplace

*Description:* Information on obstacles to women's equal participation and advancement in the workforce. *Topics:* Application of the *Unemployment Insurance Act*; parental benefits; part-time work; re-entry into the work force; unions, occupational health hazards; sexual harassment; equal pay for work of equal value; affirmative action.

ASW/RES-020 *Formerly Identified as:* CACSW-40

### Concerns of Women at Home

*Description:* Information on issues of particular concern to women who choose to be homemakers. *Topics:* The role of homemakers; voluntarism; shared pensions; matrimonial property laws.

ASW/RES-025 *Formerly Identified as:* CACSW-50

### Justice

*Description:* Information on legal issues of particular concern to women. *Topics:* Battered women; sexual offences; female offenders; family court; divorce law reform; common-law relationships; prostitution; alimony and maintenance; human rights; the Constitution.

ASW/RES-030 *Formerly Identified as:* CACSW-60

### Government

*Description:* Information on employment of women in government and appointment of women to government bodies. *Topics:* Women in the Public Service; women in the armed forces; appointments to the Senate and judiciary; appointments to boards and commissions.

ASW/RES-035 *Formerly Identified as:* CASW-70

### Health Issues

*Description:* Information on women's health and their role in health care. *Topics:* Health services for women; women working in health care; birth planning; occupational health hazards.



# **DEPARTMENT OF AGRICULTURE**

## **Chapter 2**

# DEPARTMENT OF AGRICULTURE

## DEPARTMENT OF AGRICULTURE

(AGR)

### FOOD PRODUCTION AND INSPECTION BRANCH

(FPI)

005 Pathology Services  
010 Humane Treatment of Animals  
015 Importation of Animals  
020 Export Testing and Certification  
025 Disease Control  
030 Registration and Product Standards  
(Livestock and Poultry)  
035 Grading and Monitoring  
040 Poultry Testing  
045 Grading Standards and Labelling  
(Dairy, Fruit and Vegetables)  
050 Registration, Licencing and Arbitration  
055 Import, Export and Interprovincial Control  
060 Inspection and Monitoring  
065 Scientific Analysis  
070 Analytical Methodology Development  
075 Inspection and Monitoring (Meat Hygiene)  
080 Plant Registration  
085 Standards and Labels  
090 Export and Import  
095 Seed Projects  
100 Inspection and Enforcement  
105 Seed Standards  
110 Variety Evaluation and Licensing  
115 Inspection, Testing and Certification  
120 Standards and Specifications  
125 Import and Export (Seeds)  
130 Registration and Fees (Pesticides)  
135 Ingredients in Pesticides  
140 Inspection and Compliance  
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165 Domestic Programs  
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180 Pari-Mutuel Supervision  
185 Race Surveillance  
190 Surveillance Research

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205 Energy Research  
210 Protection  
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225 Crop Production Development Research  
230 Biological Resources and Scientific  
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250 Biotechnology

# DEPARTMENT OF AGRICULTURE

## MARKETING AND ECONOMICS BRANCH

(MAE)

- 255 Administration of Acts and Funding Programs
- 260 Marketing Information Service
- 265 Commodity Marketing
- 270 Food Advisory Information
- 275 Foreign Markets Information
- 280 Co-Operatives and Producer Organizations
- 285 Food Retailing Corporations in Canada
- 290 Processing
- 295 Distribution and Transportation
- 300 Preparation of Briefing Papers
- 305 Compilation, Analysis and Dissemination of Trade Statistics
- 310 Economic Research on Commodity Markets and Agricultural Market Forecasting
- 315 Agricultural Policy Issues
- 320 Market Intelligence
- 325 Food Policy and Research
- 330 Agriculture-Related Data

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(COM)

- 335 Programs
- 340 Operations

## OFFICE OF THE SENIOR ASSISTANT DEPUTY MINISTER

(SDM)

- 345 Producer Account Maintenance
- 350 Stabilization Payments and Levies
- 355 Crop Insurance Program
- 360 Relief Assistance Programs
- 365 Waterfowl Crop Damage Compensation Program
- 370 Prairie Farm Assistance
- 375 International Liaison
- 380 Industry and Non-governmental Organization Liaison
- 385 Civil Emergency Planning
- 390 International Agricultural Projects (CIDA)
- 395 International Agricultural Assignments
- 400 Technical Assistance
- 405 World Food Day Secretariat
- 410 Strategic Planning
- 415 Program Evaluation

## REGIONAL DEVELOPMENT BRANCH

(RDB)

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- 425 New Crop Development
- 430 Records of Performance (Livestock)
- 435 Showcase Herd Maintenance
- 440 Sire Loan Programs
- 445 Fairs Program
- 450 4-H Programs
- 455 Authentication of Purebred Livestock
- 460 Stockyard Administration
- 465 Farm Improvement Loans
- 470 Farm Business Management
- 475 Feed Freight Assistance Adjustment Fund
- 480 Agricultural Development Analysis and Co-ordination
- 485 Agricultural Development Policy and Analysis
- 490 Economic Intelligence
- 495 Regional Offices — Regional Development Branch
- 500 Status of Women — ADM's Office



# DEPARTMENT OF AGRICULTURE

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(PFA)

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- 515 Water Development Program
- 520 Engineering Services Projects
- 525 South Saskatchewan River Project
- 530 South-West Saskatchewan Irrigation Projects
- 535 Alberta Irrigation Rehabilitation Program
- 540 Assiniboine River Diking Program
- 545 Demonstration Farm
- 550 Tree Nursery Program
- 555 Interim Subsidiary Agreements
- 560 Soil Conservation Programs

## AGRICULTURAL PRODUCTS BOARD

(APB)

- 590 Agricultural Products Transaction

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(CFS)

- 605 International Forestry Relations
- 610 Forestry Initiatives and Relations
- 615 Identification of Problems and Opportunities
- 620 Assessment and Interpretation
- 625 Forestry Statistics and Systems
- 630 Public Awareness
- 635 Forestry Subvention Program
- 640 Tree Seed — Improvement Research
- 645 Reforestation Research
- 650 Genetics
- 655 Tree and Stand Growth Research
- 660 Management Systems for Production Forestry
- 665 Forest Fire Research
- 670 Insects and Disease Research
- 675 Forest Environment Research
- 680 Forest and Plant Ecology
- 685 Forestry Development and Communications Directorate

## CANADIAN GRAIN COMMISSION

(CGC)

- 565 Grain Inspection Operations
- 570 Economics and Statistics Operations
- 575 Grain Research
- 580 Weighing of Grain
- 585 Policy Development and Co-ordination

## AGRICULTURAL STABILIZATION BOARD

(ASB)

- 595 Commodity Price Support Programs
- 600 Subsidy Claims and Payments

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
AGRICULTURE CANADA  
SIR JOHN CARLING BUILDING  
930 CARLING AVENUE  
OTTAWA, ONTARIO  
K1A 0C5

# DEPARTMENT OF AGRICULTURE

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## Background

In a country of the size and diversity of Canada, the services and programs related to agriculture are many and varied. Special needs arise from the variations in climate and soils and as a result of the federal system, which apportions responsibilities between the federal and provincial governments.

When the Department of Agriculture (Agriculture Canada) was established in 1867, the year of Confederation, it concentrated on the most urgent need at the time, which was the control of livestock diseases and the prevention of their entry into Canada. The formation of the Experimental Farms System followed in 1886 as a means of discovering the agricultural possibilities of various regions and helping farmers make the most of their resources. A Dairy Commissioner was appointed in 1890, and from that time the Department has expanded rapidly to keep pace with the growth of Canadian agriculture. Its personnel roster has grown from 27 in 1867 to about 10,000 today, and its services derive from 43 Acts of Parliament.

Today, the Department's responsibilities embrace most aspects of the agricultural industry. Agriculture Canada carries out research into the physical and economic problems of agriculture; inspects and grades farm products; and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services and supervises race track betting. All Canadians, urban and rural, benefit directly or indirectly from the work of the Department.

## Laws and Regulations

The Minister of Agriculture is solely responsible to Parliament for the following legislation:

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Disease and Protection Act
- Canadian Dairy Commission Act
- Cheese and Cheese Factory Improvement Act
- Cold Storage Act
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Improvement Loans Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act
- Feeds Act
- Fertilizers Act
- Foot and Mouth Disease, Control and Extirpation Act
- Fruit, Vegetables and Honey Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Humane Slaughter of Food Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act

- Livestock Feed Assistance Act
- Livestock Pedigree Act
- Meat and Canned Foods Act
- Meat Inspection Act
- Milk Test Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Quarantine Act
- Prairie Farm Assistance Act
- Seeds Act
- Wheat Co-operative Marketing Act

The Minister of Agriculture shares responsibility to Parliament for the following legislation:

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Act (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport)
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, Section 188 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

## Overall Responsibilities

The general objective of Agriculture Canada is to stimulate the development of the agri-food industry; to provide for a dependable and adequate supply of safe, high-quality, nutritious food for domestic and export trade at reasonable prices to consumers; and to ensure stable and equitable returns to producers and processors. Consequently, the Department is involved in grading and inspection, seed certification, regulations on pesticides and fertilizers, animal disease diagnostic and control programs, race track supervision, market development and forecasts, scientific research, international agricultural liaison and dissemination of information.

## Key Contacts

### General Enquiries

(613) 995-5222

### Press

(613) 995-8963

### Library

(613) 995-7829

### Publications

(613) 995-8963

### Access to Information and Privacy Co-ordinator

(613) 995-5118

### Legal Counsel

(613) 995-4990

## Major Publications

Publications are available from Information Services, Agriculture Canada, Ottawa, K1A 0C7.

- Policies and Programs for Agriculture — summarizes federal and

# DEPARTMENT OF AGRICULTURE

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provincial policies and programs affecting agriculture (Atlantic provinces, Ontario, Québec and the Western provinces)

- Guide to Federal Agricultural Services
- Organization and Activities of Agriculture Canada
- Annual Report 1980-1981
- Free publications from Agriculture Canada
- Technical publications and information from Agriculture Canada
- List of Agriculture Canada Priced Publications

## Access Procedures

Within Agriculture Canada, formal access to information and privacy requests are co-ordinated centrally through the administrative division in Ottawa. Please forward completed access request forms to

Access to Information Co-ordinator  
Agriculture Canada  
Sir John Carling Building  
930 Carling Avenue  
Ottawa, Ontario  
K1A 0C5  
Telephone: (613) 995-5118

Formal access procedures are not meant to discourage or replace the informal access channels that currently exist at our regional facilities. Departmental establishments, in the form of regional offices, district offices and research stations, are widely dispersed across the country. Enquiries concerning formal and informal access may be directed to the Access to Information and Privacy Co-ordinator at the above address, or may be addressed to the regional administrative offices at the following:

### Québec Region

Regional Administrative Manager  
Guy Favreau Complex, East Tower  
200 Dorchester Blvd. West  
Suite 1002-A  
Montréal, Québec  
H2Z 1Y3  
Telephone: (514) 285-8888

### Prairies Region

Regional Administrative Manager  
1955 Smith Street, 4th Floor  
Regina, Saskatchewan  
S4P 2N8  
Telephone: (306) 359-6115

### Ontario Region

Regional Administrative Manager  
4900 Yonge Street, Penthouse 3  
Willowdale, Ontario  
M2N 6B9  
Telephone: (416) 226-9262

### Atlantic Region

Regional Administrative Manager  
P.O. Box 6088  
Moncton, New Brunswick  
E1C 8R2  
Telephone: (506) 388-7400

### Pacific Region

Regional Administrative Manager  
1166 Alberni Street  
Vancouver, British Columbia  
V6E 3Z3  
Telephone: (604) 666-6834

## FOOD PRODUCTION AND INSPECTION BRANCH

### Health of Animals Directorate

This directorate administers the *Animal Disease and Protection Act*. Its purpose is to maintain the country's livestock free from contagious and infectious disease by providing veterinary, regulatory and scientific services in order to increase the knowledge of animal disease, eradicate foreign animal diseases in the event of their entry into Canada, and reduce economic loss from diseases.

#### Manuals

- Manuals of Procedures Relating to the *Animal Disease and Protection Act* and Regulations

### Food Inspection Directorate

#### Livestock and Poultry Products Division

The division administers the *Canadian Agricultural Products Standards Act* and the *Livestock and Livestock Products Act* to ensure national standards for chick and poult production, and poultry and red meat products through a national grading and inspection program.

#### Manuals

- Livestock Grading Manual — guide to beef, pork, veal, lamb and sheep and their byproducts
- Manual of Hatchery Operations — requirements for the registration and inspection of premises, construction and equipment specifications, the survey of supply flocks, and sanitary conditions
- Shell Egg Inspection Manual — detailed guidelines on the registration and inspection of egg stations, inspection of eggs, requirements for the packaging of eggs and the labelling of egg containers
- Processed Egg Inspection Manual — guidelines on the registration and inspection of processed egg stations, inspection of processed eggs (frozen, liquid or dried), packaging of processed eggs, and labelling of processed egg containers
- Processed Poultry Inspection Manual — guidelines on the registration and inspection of poultry stations and producer premises, inspection, grading, packing and marking of processed poultry

### Dairy, Fruit and Vegetable Division

This division is concerned with the establishment, implementation and maintenance of standards concerning the quality, safety, wholesomeness, packaging and labelling of fresh and processed fruits and vegetables, dairy products, and certain other processed foods (honey and maple syrup).

#### Manuals

- Canadian Guidelines for Inspection of Dairy Plants — guidelines for items to be inspected and rated, and recommendations
- Laboratory Manual — Dairy Products — sampling and preparation of reagents and methodology for the testing of cheese, dry milk, evaporated milk and ice cream
- Grading Manual — Dairy Products — objective, purpose,



# DEPARTMENT OF AGRICULTURE

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principles and procedures of the grading program; grading of butter, cheddar cheese and dry milk products

- **Inspection Manual — Dairy Products** — objective, scope and purpose of product inspection, sampling, detention policy and general procedures; inspection of butter, milk powders, cheeses, ice products, evaporated milk, warehouses, salmonella, containers program
- **Inspection Manual — Fresh Fruit and Vegetables**
- **Fresh Fruit Commodity Manual**
- **Fresh Vegetable Commodity Manual**
- **Inspector's Manual** — inspection details concerning fresh and processed fruit and vegetables, certification, fees, detention and release
- **Commodity Manual** — inspection procedures for fresh products, application of grades and standards
- **Specialty Cheese Manual** — description of the characteristics, composition standards, method of manufacture and labelling of the specialty cheeses made in Canada or imported in to Canada
- **Licensing and Arbitration Manual** — guidelines for the application for licences, the licensing of dealers, and the operation of the Board of Arbitration
- **Inspectors' Handbook — Processed Products**

## Laboratory Services Division

This division provides analytical testing services to those divisions and agencies of Agriculture Canada engaged in the enforcement of quality-assurance legislation and regulations for foods, feeds, fertilizers, pesticides and seeds.

### Manuals

- **Methods of Analysis for Skim Milk Powder**
- **Laboratory Procedures for the Control of Egg Products**
- **Journals and manuals of analytical testing procedures**
- **Microbiological Analysis of Frozen Vegetables**
- **Journal of the Association of Official Analytical Chemists**
- **Fertilizer Laboratory Methods Manual**
- **Laboratory Manual for Pesticide Residue Analysis in Agricultural Products**
- **Methods and Procedures for Testing Seed**

## Meat Hygiene Division

The division administers the *Meat Inspection Act* and Regulations as well as the *Humane Slaughter of Food Animals Act* and Regulations to ensure that meat, meat products and meat byproducts are wholesome and fit for human consumption, and that the slaughter is carried out in a humane fashion.

### Manuals

- **Meat Hygiene Manual of Procedures** — procedures for the inspection of registered meat slaughtering and processing plants, and storages; requirements for the construction and planning of slaughter-houses and meat-processing installations; list of registered meat packing establishments; list of materials, agents, compounds, paints, plant equipment acceptable for use in registered establishments, including the name and address of manufacturer and the date of acceptance of the product
- **Meat Inspection Act and Regulations** — regulations on the inspection of meat and meat products entering international and interprovincial trade

## Plant Health and Plant Products Directorate

### Seed Division

The division ensures the accurate representation of seed products in the market place and adequate supplies of good quality seed; and facilitates Canadian participation in the trade of seed and plant varieties.

#### Manuals

- **Inspection and Trade Memoranda** — contains regulations on quality control, inspection, production and use of seed
- **Inspectors' Training Guide** — guide to general procedures, identification of plant varieties and diseases
- **Regulations and Procedures for the Production of Pedigree Seed**

### Pesticides Division

This division ensures the safety and merit of pest control products through evaluation, registration and compliance programs under the authority of the *Pest Control Products Act*.

#### Manuals

- **Operating Manual** — describes the procedures relating to the control of the content, registration, classification, labelling and use of pesticides
- **Memoranda to Registrants and Trade Memoranda** — memoranda on current regulatory activities, general trade information, terminology, ingredient changes, registration standards

### Feed and Fertilizer Division

The division administers both the *Feeds Act* and Regulations and the *Fertilizer Act* and Regulations to ensure that livestock feeds and fertilizers are both safe and effective, and represented honestly in the marketplace. The division also administers the *Hay and Straw Inspection Act* and Regulations, to provide for hay inspection.

#### Manuals

- **Inspection and Trade Memoranda** — contains content and packaging standards for livestock feed and fertilizer, registration, quality control, and inspection regulations
- **Feed Inspection Manual**
- **Fertilizer Inspection Manual**

### Plant Health Division

The division administers the *Plant Quarantine Act* to protect the country's agricultural and forestry industries from the introduction and spread of foreign plant pests and to ensure that Canadian agricultural and forestry products destined for export comply with the entry requirements of the importing country.

#### Manuals

- **Plant Quarantine Directives, Act and Regulations**
- **Ship, Mill and Elevator Inspection Manual** — bilingual vocabulary of ships, mills, and elevators

### Race Track Division

This division ensures the protection of the pari-mutuel betting public associated with horse racing under Section 188 of the Criminal Code and aids in the development of a viable race track industry in Canada.

#### Manuals

- **Race Track Supervision Regulations** — deal with the supervision of

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pari-mutuel betting, the possession and use of drugs at race tracks, and racing association facilities standards

- **Operational Manual (Race Track Supervision)** — operational guidelines for the division to aid in standardized enforcement and interpretation of policy and regulations
- **Race Track Officer Training Manual** — contains guidelines for race track supervision officers on the pari-mutuel betting system, race track equipment, departmental responsibilities and reporting procedures
- **Office consolidation of race track supervision regulations and amendments**

## RESEARCH BRANCH

The mandate of the Research Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture. The branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector, and assistance to international research programs of less developed countries.

### Manuals

- **Plant Virus and Antiserum Bank** — describes viruses that cause damage to crops and plants
- **Manual for Describing Soils in the Field** — outlines the procedure for inputting soil and landform classifications data into a computer system
- **Canadian Agricultural Thesaurus** — contains terms for describing the work of the Research Branch, including names of bacteria, viruses, plants, names of domestic animals and chemical terminology (English and French)
- **Contracting Out of Science and Technology Procedures Manual**
- **Data System for Soils in Canada**

## MARKETING AND ECONOMICS BRANCH

### Market Development Directorate

#### Marketing Services Division

The division provides marketing expertise and information on agricultural commodities, deals with the extension of federal marketing powers to provincial marketing boards, provides funding assistance for market development projects, gives financial guarantees to co-operatives to facilitate the orderly marketing of produce, and guarantees repayment of advances to producer groups.

#### Food Advisory Division

The division provides information and advisory services to the government, consumers and the food service industry on food quality, nutrition, safety, buying and handling to promote the sale of Canadian agricultural products through improved consumer satisfaction.

### Manuals

- **Recipe Information Manual** — guide for converting conventional consumer recipes to metric and for converting quantity recipes to metric (for small institutions)

### Market Improvement Division

The division promotes increased use of Canadian food and agricultural products within the retail and food service industries; identifies opportunities and develops strategies to increase exports of Canadian agricultural and food products, equipment and services; and provides information and makes recommendations to improve the efficiency of co-operatives, other producer-controlled organizations and the intermediary services for exporters.

### Food Processing and Distribution Division

The division helps develop and implement policies and programs designed to improve the efficiency and effectiveness of Canada's agricultural processing, transportation and distribution systems.

## Market Analysis and Trade Policy Directorate

### International Trade Policy Division

This division provides the primary contact between the Department and other federal departments, provincial agencies, and producer and agri-business groups on matters concerning international trade policies related to the Canadian agricultural and food system. The division's work complements the market development activities of the Market Development Directorate of the Marketing and Economics Branch. It also takes the leading role in preparing position papers on agricultural trade policy issues and represents the Department in trade policy discussions.

### Commodity Markets Analysis Division

The division provides market intelligence and analysis of developments in the commodity markets for agricultural commodities (grain, oilseeds, fruits and vegetables, cattle, hogs, dairy products, eggs and poultry), develops and advises on government policy pertaining to these markets, and undertakes economic research to improve knowledge and understanding of the functioning of commodity markets.

### Food Market Analysis Division

This division provides economic analysis, market intelligence and policy advice on issues related to food prices, the transportation, handling, processing, retailing and purchasing of food, and regulations affecting the food system.

### Statistical Analysis Unit

The unit provides support to economists within certain branches of the Department through the collection, updating, manipulation and reporting of data related to agriculture.

### Manuals

- **AGSEC 5 — Guide to Data Coding Scheme** — explains the classification system for agricultural source data used for the Food and Agriculture Regional Model
- **Hog Stabilization Guide** — guide for the collection of data on hog prices and volume, to be used by commodity analysts to predict and calculate payments under the Hog Stabilization Program

## COMMUNICATIONS BRANCH

This branch disseminates agricultural and food information to farmers, agricultural advisers, agribusinesses, students and the



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general public. It also advises the public about policies, programs and activities of the Department.

## Manuals

- Government Communications Guide

## OFFICE OF THE SENIOR ASSISTANT DEPUTY MINISTER

### Farm Income Services Branch

#### Western Grain Stabilization Administration

The Western Grain Stabilization Administration administers the *Western Grain Stabilization Act* by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions. All records are located at the Administration Office at 303 Main Street, Winnipeg, Manitoba.

#### Crop Insurance Division

This division works with provinces to develop and promote sound and acceptable self-help crop insurance programs for Canadian producers in order to increase producer protection in serious crop loss situations.

##### Manuals

- Crop Insurance Division — Guidelines and Procedures

#### International Affairs Directorate

The directorate is involved in policy development and liaison with international agricultural organizations. It acquires, analyzes and disseminates international agricultural intelligence; is involved in multilateral food aid through the World Food Program; and co-ordinates foreign agricultural bilateral relations.

#### Overseas Projects Secretariat

The secretariat provides liaison between the Department and other organizations for the purpose of developing and co-ordinating overseas food and agricultural projects.

#### Strategic Planning Directorate

The directorate supports senior management of the Department in developing corporate strategies.

#### Program Evaluation Division

This division supports senior management of the Department in evaluating programs.

## REGIONAL DEVELOPMENT BRANCH

### General Production Development Directorate

#### Crop Production Division

The division develops and administers programs to increase crop production efficiency through crop improvement, programs to develop new crops and programs of environmental management.

##### Manuals

- Administrative Procedures — for determining priorities under the fund

#### Animal Production Division

The division develops and administers programs aimed at increasing the efficiency of production and quality of animals and of ensuring the authenticity of animal identification and records. It administers the Canadian Record of Performance for Dairy Cattle program. It also acts to increase export sales of animals and animal products.

##### Manuals

- Records of Performance for Dairy Cows and Goats Enrolled
- Canadian Dairy Sire Appraisal — semi-annual reports
- Canadian Cow Indexes — semi-annual reports

#### Development Policy Directorate

#### Farm Finance and Resources Division

This division is responsible for the provision of the policy analysis, advice and economic intelligence on farm finance and resources required for the design and implementation of the Department's development policies and strategies, and for the administration of the *Farm Improvement Loans Act*.

##### Manuals

- Guidelines for Lenders — to assist lenders in the processing of loans under the *Farm Improvement Loans Act*
- Farm Improvement Loans Administration
- Farm Improvement Loans Manual — Amendment

#### Inputs and Technology Analysis Division

The division supplies economic advice and intelligence to support departmental policies and programs on purchased inputs and farming technology, notably energy research, development and initiatives to facilitate energy use adjustment.

#### Management Services Directorate

#### Management Services Division

The division provides co-ordination of all financial, administrative, personnel, operational, planning, and control functions emanating from the 13 responsibility centres in the Regional Development Branch.

## PRAIRIE FARM REHABILITATION ADMINISTRATION (PFRA) BRANCH

The Prairie Farm Rehabilitation Administration began in 1935. It provides ongoing programs and projects to conserve and develop the soil and water resources of Manitoba, Saskatchewan and Alberta. These activities are designed to develop and promote improved systems of farm practice, tree culture, water supply and land use that will result in greater economic security for residents of the areas. PFRA is also responsible for the administration of the Agricultural Service Centres program for the development of water supply and sewage disposal systems in selected prairie communities and the implementation aspects of the Canada-Manitoba and Canada-Saskatchewan Interim Subsidiary Agreements on Water for Regional Economic Expansion and Drought Proofing.

##### Manuals

- PFRA Policy and Procedure Manual
- Range Analysis Survey — Methods and Procedures
- Drafting Standards Manual



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- Site Investigation — Evaluation and Design for Soil and Water Conservation Service Dams; PFRA Moose Jaw depot
- Precipitation and Evaporation Tables (1911-1981) — February 1982
- PFRA Survey Manual

### CANADIAN GRAIN COMMISSION

The Canadian Grain Commission administers the *Canada Grain Act* through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

#### Manuals

- Stored Grain Pests — describes the types of insects that infest grains and methods of pest control for stored grains
- Grain Grading Handbooks for Eastern Canada and for Western Canada — describe quality criteria for the grading of grains

### AGRICULTURAL PRODUCTS BOARD

The Agricultural Products Board serves to ensure a ready supply of food products for consumers, and help producers to achieve stable income through direct participation in the marketplace. The Board is empowered to buy, sell or import agricultural products, and to store, transport and process products under the provisions of the *Agricultural Products Board Act*.

### AGRICULTURAL STABILIZATION BOARD

The Agricultural Stabilization Board helps the agriculture industry to realize fair returns for its labour and investment by means of price support payments for agriculture commodities under the provisions of the *Agricultural Stabilization Act*.

### CANADIAN FORESTRY SERVICE

#### Policy, Planning and Economics Directorate

The Policy, Planning and Economics Directorate is responsible for the development of policies for forest renewal and related research and development, plus strategic and operational plans for the management of the program; for the provision of economic analyses of the forest sector and economic base information for the development of sound forestry policies and programs; for the maintenance of international relations and domestic relations with provincial governments, universities, and private sector organizations concerned with forestry; and for the promotion of sound forest industry development to encourage more efficient industrial utilization of Canada's forest resources and assist Canadian industry in identifying and capturing export market opportunities.

#### Research and Technical Services Directorate

The directorate administers the planning, co-ordination, evaluation and development of its programs, as well as Canadian Forestry Service research operations and technical services to ensure that a greater body of scientific and technical knowledge of the forest resource will contribute to the effective management, utilization and protection of Canada's forest resources. The directorate also provides scientific and technical advice plus financial support for research to groups and research associations, the forest industry, and other forestry related agencies to ensure maximum benefit to the Canadian public through forestry and forest land management.

### Classes of Records

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DOA/FPI-005 *Formerly Identified as:* AGR-10

#### Pathology Services

*Description:* Diagnostic service and research activities related to animal diseases, consultation and licensing for use of biologics, veterinary and pest control products. *Topics:* Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

DOA/FPI-010 *Formerly Identified as:* AGR-20

#### Humane Treatment of Animals

*Description:* Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or exported from Canada. *Topics:* Enquiries; reports; correspondence; transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine).

DOA/FPI-015 *Formerly Identified as:* AGR-30

#### Importation of Animals

*Description:* Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. *Topics:* Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins, hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms).

DOA/FPI-020 *Formerly Identified as:* AGR-40

#### Export Testing and Certification

*Description:* Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants.

DOA/FPI-025 *Formerly Identified as:* AGR-50

#### Disease Control

*Description:* Information on the prevention, control and eradication of communicable and other diseases, and on compensation for related losses. *Topics:* Animal diseases — brucellosis, tuberculosis, salmonellosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; veterinary biologics. *Storage Medium:* Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control.

DOA/FPI-030 *Formerly Identified as:* AGR-60

#### Registration and Product Standards (Livestock and Poultry)

*Description:* Information on standards for the processing, grading and marking of egg and poultry products, red meat, and animal products (furs, wools). *Topics:* Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; hog fat survey; egg quality data; egg solids. *Storage Medium:* The hog fat survey, egg quality data and egg solids files are machine readable.

DOA/FPI-035 *Formerly Identified as:* AGR-70

#### Grading and Monitoring

*Description:* Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspecting and registering hatcheries, egg stations, and egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading

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poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development.

DOA/FPI-040 *Formerly Identified as:* AGR-80

### **Poultry Testing**

*Description:* Information on economic traits of egg production and chicken meat stocks at the central test stations. *Topics:* Egg production stocks; chicken broiler stocks; feed purchase; sale of eggs; production costs; random sample test results.

DOA/FPI-045 *Formerly Identified as:* AGR-90

### **Grading, Standards and Labelling (Dairy, Fruit and Vegetables)**

*Description:* Information on grading programs, quality standards and on the design and control of labelling requirements. *Topics:* Standards — dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with governmental and non-governmental organizations.

DOA/FPI-050 *Formerly Identified as:* AGR-100

### **Registration, Licensing and Arbitration**

*Description:* Information on the registration of fruit and vegetable processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. *Topics:* Registration of establishments — dairies; fruit and vegetable processing plants; fresh produce warehouses; licensing of dealers and brokers; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

DOA/FPI-055 *Formerly Identified as:* AGR-110

### **Import, Export and Interprovincial Control**

*Description:* Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit, and vegetable products. *Topics:* Export certification; compliance to import regulations; concessions — processing and packaging; consultations — associations, government agencies (foreign and domestic); statistics; complaints; policy development.

DOA/FPI-060 *Formerly Identified as:* AGR-120

### **Inspection and Monitoring**

*Description:* Information on the inspection and monitoring of dairy, fruit, vegetable and certain other products; and on related establishments. *Topics:* Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development.

DOA/FPI-065 *Formerly Identified as:* AGR-130

### **Scientific Analysis**

*Description:* Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. *Topics:* Requests for analysis; analytical reports; tests results; laboratory certification; sampling programs (quotas); provision standards; consultation with governmental and non-governmental organizations; methods of analysis; statistics. *Storage Medium:* Samples received and reported, tests outstanding, and certificates of analysis are machine readable. *Retrievability:* Files arranged either by laboratory number or by commodity, region, date and type of test. Certain files are kept in regional laboratories.

DOA/FPI-070 *Formerly Identified as:* AGR-140

### **Analytical Methodology Development**

*Description:* Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the division. *Topics:* Methodology research proposals; assessment studies; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; laboratory certification verification; investigational sampling requests.

DOA/FPI-075 *Formerly Identified as:* AGR-150

### **Inspection and Monitoring (Meat Hygiene)**

*Description:* Information on the inspection and monitoring of food animals, meat, meat products and byproducts, and plant sanitation. *Topics:* Testing — toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and regional inspection — slaughterhouses, storage and processing facilities; stamping devices; policy development. *Storage Medium:* Files of statistics on weekly and monthly poultry kills, disease condemnations and establishment review are machine readable.

DOA/FPI-080 *Formerly Identified as:* AGR-160

### **Plant Registration**

*Description:* Information on the registration of slaughtering and processing plants. *Topics:* Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development.

DOA/FPI-085 *Formerly Identified as:* AGR-170

### **Standards and Labels**

*Description:* Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat, meat products and byproducts. *Topics:* Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards — formulas and preparation; additives; policy development.

DOA/FPI-090 *Formerly Identified as:* AGR-180

### **Export and Import**

*Description:* Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries and on compliance of imported meat, meat products and byproducts with Canadian standards. *Topics:* Export certification; foreign requirement review; veterinary audit and registered Canadian facilities; statistics; policy development. *Storage Medium:* List of all approved products for import and export, and statistics on the import and export of meat are machine readable.

DOA/FPI-095 *Formerly Identified as:* AGR-190

### **Seed Projects**

*Description:* Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. *Storage Medium:* Seed inventory and seed sealing are machine readable.

DOA/FPI-100 *Formerly Identified as:* AGR-200

### **Inspection and Enforcement**

*Description:* Information on the inspection and enforcement of standards governing seed quality. *Topics:* Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing.



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DOA/FPI-105 *Formerly Identified as:* AGR-210  
**Seed Standards**

*Description:* Information on the development of new or amended seed quality standards; packaging and labelling.

DOA/FPI-110 *Formerly Identified as:* AGR-220  
**Variety Evaluation and Licensing**

*Description:* Information on the evaluation of new varieties of seeds for the purpose of licensing. *Topics:* Licensing of seeds; list of licensed varieties (machine readable); unlicensed varieties.

DOA/FPI-115 *Formerly Identified as:* AGR-280  
**Inspection, Testing and Certification**

*Description:* Information on the inspection and testing of seed potatoes, and certification for domestic markets. *Topics:* Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal- provincial consultations.

DOA/FPI-120 *Formerly Identified as:* AGR-290  
**Standards and Specifications**

*Description:* Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

DOA/FPI-125 *Formerly Identified as:* AGR-300  
**Import and Export (Seeds)**

*Description:* Information on the control of imports, export certification, and facilitation of seed potato trade. *Topics:* Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs.

DOA/FPI-130 *Formerly Identified as:* AGR-230  
**Registration and Fees (Pesticides)**

*Description:* Information on the registration of pesticides under the *Pest Control Products Act*. *Topics:* Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence. *Retrievability:* Files arranged by registrant code and registration number.

DOA/FPI-135 *Formerly Identified as:* AGR-240  
**Ingredients in Pesticides**

*Description:* Information on the evaluation of pesticides to determine whether they will perform as claimed and on safe conditions for their use. *Topics:* Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. *Retrievability:* Files arranged by ingredient code.

DOA/FPI-140 *Formerly Identified as:* AGR-250  
**Inspection and Compliance**

*Description:* Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. *Topics:* Monitoring; investigation; enforcement.

DOA/FPI-145 *Formerly Identified as:* AGR-260  
**Feed Evaluation, Registration and Compliance**

*Description:* Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection; feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading. *Storage Medium:* Feed database of registered products and listing of analytical results of feed samples are machine readable.

DOA/FPI-150 *Formerly Identified as:* AGR-270  
**Fertilizer Evaluation, Registration and Compliance**

*Description:* Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations. *Storage Medium:* Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine readable.

DOA/FPI-155 *Formerly Identified as:* AGR-310  
**Import Program (Plants)**

*Description:* Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. *Topics:* Import permits; port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and forest products. *Storage Medium:* Airport inspection file is machine readable.

DOA/FPI-160 *Formerly Identified as:* AGR-320  
**Export Programs (Plants)**

*Description:* Information on the planning and maintenance of a national program to ensure the acceptance of Canadian agricultural and forestry products on export markets by being free of plant pests and by meeting standards of importing countries. *Topics:* Export agricultural and forestry products; ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign countries; phytosanitary export certification; decontamination and quarantine.

DOA/FPI-165 *Formerly Identified as:* AGR-330  
**Domestic Programs**

*Description:* Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada and to survey for and control quarantine pests known to occur in Canada. *Topics:* Pest distribution (publications); decontamination and fumigation; pesticide application; interprovincial shipments.

DOA/FPI-170 *Formerly Identified as:* AGR-340  
**Biological Programs**

*Description:* Information on the identification of pests and on analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk.

DOA/FPI-175 *Formerly Identified as:* NO REFERENCE  
**Program and Management Services (New)**

*Description:* Information on the development and implementation of plant health programs in the areas of Human Resources Development (including Manual Development). *Topics:* Compensation, public awareness, consultation with client agencies, operational planning, program audit and control, and computer systems development.

DOA/FPI-180 *Formerly Identified as:* AGR-350  
**Pari-Mutuel Supervision**

*Description:* Information on the regulation and supervision of pari-mutuel betting on horse races. *Topics:* Daily pari-mutuel betting activities; pool distribution; investigation reports into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security of bets and betting data; federal levy on wagering. *Retrievability:* Files arranged by racing event and date.



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DOA/FPI-185 *Formerly Identified as:* AGR-360

### Race Surveillance

*Description:* Information on the surveillance of horse races. *Topics:* Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. *Storage Media:* Film, videotapes and photographic print. *Retrievability:* Files arranged by racing event and date.

DOA/FPI-190 *Formerly Identified as:* AGR-370

### Surveillance Research

*Description:* Information on all aspects of research into race track surveillance. *Topics:* Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. *Storage Media:* Film, videotapes and photographic prints. *Retrievability:* Files arranged by drug study.

DOA/RBR-195 *Formerly Identified as:* AGR-380

### Land Research

*Description:* Information on the maintenance, availability and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, fertilizer use); soil composition (organic matter, mineral content, chemical analysis); soil mapping; land inventory (classification, surveys, mapping); soil and land evaluation. *Storage Medium:* Soil mapping is machine readable.

DOA/RBR-200 *Formerly Identified as:* AGR-390

### Water and Climate Research

*Description:* Information on the use of water resources and the effects of weather and climate on agricultural production. *Topics:* Irrigation, drainage, desalination, conservation; winter survival of crops, meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric carbon dioxide; meteorological records and data. *Storage Medium:* File on desalination, and meteorological records are machine readable.

DOA/RBR-205 *Formerly Identified as:* AGR-400

### Energy Research

*Description:* Information on the conservation, production, and efficient utilization of energy throughout the food production system. *Topics:* Production — alternate sources, alcohol production, fuel substitutes, converting farm waste and residues into energy, and solar energy; conservation — analysis of energy use, equipment and equipment management, production practices, buildings and storages, greenhouses and insulation; utilization — farm and community energy use.

DOA/RBR-210 *Formerly Identified as:* AGR-410

### Protection

*Description:* Information on the protection of animals and crops from diseases, insects and weeds, and on minimizing environmental degradation from agricultural practices. *Topics:* Plant disease organisms, insect pests, weed ecology, pesticides, chemical and biological control, integrated pest management, pollution studies — residues from animal and crop production, toxicology, environmental quality; waste management; pesticide management; plant nutrient studies.

DOA/RBR-215 *Formerly Identified as:* AGR-420

### Food Quality and Nutrition Research

*Description:* Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety — toxicants and contaminants; food quality — food composition, nutrient availability, nutrition, monitoring and formulating food products.

DOA/RBR-220 *Formerly Identified as:* AGR-440

### Animal Production Development Research

*Description:* Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, certain other animals, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection; reproduction; behaviour; carcass grading.

DOA/RBR-225 *Formerly Identified as:* AGR-450

### Crop Production Development Research

*Description:* Information on the efficiency of production and quality of crops in support of market development. *Topics:* Wheat and other cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection.

DOA/RBR-230 *Formerly Identified as:* AGR-460

### Biological Resources and Scientific Support Services

*Description:* Information on the quantity, quality and location of Canada's biological resources, and on the scientific support services for research programs. *Topics:* Identification, classification and collections of vascular plants, insects, arachnids, nematodes, fungi and bacteria; plant gene collections; analytical chemistry; instrumentation, equipment and statistical design, analysis and interpretation.

DOA/RBR-235 *Formerly Identified as:* AGR-470

### Engineering Research

*Description:* Information on engineering technology developed and adopted for the efficient production, storage, processing and distribution of agricultural products. *Topics:* Farm building design and research; structural design; agricultural mechanization research and development. *Storage Medium:* Structural design on microfilm.

DOA/RBR-240 *Formerly Identified as:* AGR-480

### Food Processing and Distribution Research

*Description:* Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and utilization); the development of new food products and ingredients; storage (physiology and storage conditions) data on meat quality evaluations. *Storage Medium:* Storage data on meat quality evaluations are machine readable.

DOA/RBR-245 *Formerly Identified as:* AGR-490

### Commonwealth Agricultural Liaison

*Description:* Information on liaison with the Commonwealth Agricultural Bureaux and the Commonwealth Science Council. *Topics:* Information Service — agricultural scientific information, journals and book reviews; identification service — identification of pests and plant diseases; and biocontrol services — pest evaluation, survey and review services related to the introduction of biological control agents.

DOA/RBR-250 *Formerly Identified as:* NO REFERENCE

### Biotechnology (New)

*Description:* Information on the assessment, development and utilization of basic and emerging technologies in support of agricultural research. *Topics:* DNA recombinant technology, tissue culture, protoplast fusion, single-cell protein production, nitrogen fixation and cytogenetics.

DOA/MAE-255 *Formerly Identified as:* AGR-500

### Administration of Acts and Funding Programs

*Description:* Information on provincial marketing board powers, loan guarantees, market development assistance projects and advance crop payments. *Topics:* Application for financial assistance (marketing boards, producer organizations, co-operatives); establishing commodity values; auditing; engineering check of storage specifications and plans; *Agricultural Products Marketing Act*;

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*Agricultural Products Co-operative Marketing Act*, Financial Assistance Program for the construction of storage space for fruit and vegetables; Canadian Agricultural Market Development Initiatives; *Advance Payments for Crops Act*.

DOA/MAE-260 *Formerly Identified as:* AGR-510

### **Market Information Service**

*Description:* The quality, quantity, price, inventories, sale and movement of products. *Storage Medium:* Machine-readable files.

DOA/MAE-265 *Formerly Identified as:* AGR-520

### **Commodity Marketing**

*Description:* Information on marketing advice to government departments and the agri-food industry. *Topics:* Communication with industry organizations and government departments; commodity marketing — reports, statistics, enquiries, policy; marketing advice.

DOA/MAE-270 *Formerly Identified as:* AGR-530

### **Food Advisory Information**

*Description:* Information or advice to government departments, consumers and the food service industry on the promotion, nutrition, buying and handling of food. *Topics:* Consumer enquiries; energy conservation in food preparation; food preparation (home and industry); surveys and projects; buying and handling; nutrition.

DOA/MAE-275 *Formerly Identified as:* AGR-550

### **Foreign Markets Information**

*Description:* Information on the export of agricultural and food products, equipment and services. *Topics:* Commercial missions abroad; trade shows and exhibits; Canadian agricultural products; services to exporters; marketing research; country marketing environment reports; export marketing organizations; agricultural trade information program. *Retrievability:* Files arranged by product, country and number. *Storage Medium:* Agricultural trade information program on machine readable tapes.

DOA/MAE-280 *Formerly Identified as:* AGR-560

### **Co-operatives and Producer Organizations**

*Description:* Information on co-operatives and marketing boards. *Topics:* Briefings of government organizations; statistics (organization structure, trade, exports, financial); co-operatives; marketing boards. *Retrievability:* Files arranged by organization, commodity, province and number.

DOA/MAE-285 *Formerly Identified as:* AGR-570

### **Food Retailing Corporations in Canada**

*Description:* Information on food retailing corporations in Canada to improve markets for Canadian food products. *Topics:* Organizational structure; statistical profiles; marketing techniques; gross sales; number of outlets; subsidiary corporations.

DOA/MAE-290 *Formerly Identified as:* AGR-580

### **Processing**

*Description:* Information on the processing of Canadian food and agricultural commodities. *Topics:* Import replacement (by Canadian products); energy use; facilities; technological development.

DOA/MAE-295 *Formerly Identified as:* AGR-590

### **Distribution and Transportation**

*Description:* Information on the distribution and transportation of Canadian food and agricultural commodities. *Topics:* Transportation problems — air, truck, rail, ship; containers for transportation purposes (availability and suitability).

DOA/MAE-300 *Formerly Identified as:* AGR-600

### **Preparation of Briefing Papers**

*Description:* Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade

agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics.

DOA/MAE-305 *Formerly Identified as:* AGR-610

### **Compilation, Analysis and Dissemination of Trade Statistics**

*Description:* Agricultural trade statistics derived from original data published by Statistics Canada. *Topics:* Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. *Storage Medium:* Trade statistics are machine readable and available on microfiche.

DOA/MAE-310 *Formerly Identified as:* AGR-620

### **Economic Research on Commodity Markets and Agricultural Market Forecasting**

*Description:* Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop. *Storage Medium:* Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine readable.

DOA/MAE-315 *Formerly Identified as:* AGR-630

### **Agricultural Policy Issues**

*Description:* Information on economic factors related to the supply, demand and pricing of agricultural commodities and on the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feed land policy development.

DOA/MAE-320 *Formerly Identified as:* AGR-640

### **Market Intelligence**

*Description:* Market analyses on the purchasing, processing and distribution of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. *Storage Medium:* Food prices, pricing forecast model and food consumption are machine readable.

DOA/MAE-325 *Formerly Identified as:* AGR-650

### **Food Policy and Research**

*Description:* Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing, transportation and handling; food demand and consumption; foreign ownership; regulations.

DOA/MAE-330 *Formerly Identified as:* AGR-660

### **Agriculture-Related Data**

*Description:* Economic data related to agriculture. *Topics:* Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. *Retrievability:* Files arranged by AGSEC code or commodity (marketing and trade coding system).

DOA/COM-335 *Formerly Identified as:* AGR-940

### **Programs**

*Description:* Information on the Department's work disseminated through the press, radio, television, films, exhibits and displays and on agriculture-related information provided to the public upon request. *Topics:* News media services; radio tapes; short films and television; photography; exhibits and displays; public relations. *Storage Media:* Radio tapes, films and photographs.



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DOA/COM-340 *Formerly Identified as:* AGR-950

### **Operations**

*Description:* Departmental publications (books, brochures, pamphlets) and periodicals; materials to provide guidance and assistance to regional information officers; *Topics:* Books, brochures, pamphlets, periodicals, graphic designs.

DOA/SDM-345 *Formerly Identified as:* AGR-960

### **Producer Account Maintenance**

*Description:* Information on transactions between grain buyers and producers under the provisions of the *Western Grain Stabilization Act*. *Topics:* Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/SDM-350 *Formerly Identified as:* AGR-970

### **Stabilization Payments and Levies**

*Description:* Information on stabilization payments to grain producers and levies on grain sold. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/SDM-355 *Formerly Identified as:* AGR-980

### **Crop Insurance Program**

*Description:* Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the *Crop Insurance Act*; federal contributions to the provinces; annual report for the Minister under the *Crop Insurance Act*; provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information.

DOA/SDM-360 *Formerly Identified as:* AGR-990

### **Relief Assistance Programs**

*Description:* Information on crop loss assistance programs that cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports.

DOA/SDM-365 *Formerly Identified as:* AGR-1000

### **Waterfowl Crop Damage Compensation Program**

*Description:* Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports.

DOA/SDM-370 *Formerly Identified as:* AGR-1010

### **Prairie Farm Assistance**

*Description:* Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics:* *Prairie Farm Assistance Act*, 1939; claims and payments; program phase-out 1973-74; repeal of the Act, 1979; annual reports. *Special Access Note:* Operational records now stored at Public Archives in Winnipeg; administrative and policy records stored at headquarters.

DOA/SDM-375 *Formerly Identified as:* AGR-790

### **International Liaison**

*Description:* Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. *Topics:* Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); OECD Committee for Agriculture; Memoranda of Understanding on Agricultural Co-operation; foreign visits; agricultural missions.

DOA/SDM-380 *Formerly Identified as:* AGR-880

### **Industry and Non-governmental Organization Liaison**

*Description:* Identification of and profiles on major national and international non-governmental organizations (NGOs); liaison with major NGOs; establishing contacts and attending meetings with representatives of these NGOs. *Topics:* Provincial, national and international NGOs; conferences and meetings; government liaison — NGOs.

DOA/SDM-385 *Formerly Identified as:* AGR-900

### **Civil Emergency Planning**

*Description:* Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Planning Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning.

DOA/SDM-390 *Formerly Identified as:* AGR-800

### **International Agricultural Projects (CIDA)**

*Description:* Information on certain food and agricultural projects in developing countries in conjunction with the programs of the Canadian International Development Agency (CIDA). *Topics:* Project descriptions; reports; administration guidelines.

DOA/SDM-395 *Formerly Identified as:* AGR-810

### **International Agricultural Assignments**

*Description:* Information on the staffing of overseas agricultural projects carried out by Agriculture Canada, CIDA and various international agencies. *Topics:* International agency job vacancy notices (Food and Agriculture Organization, WEP, OECD, etc.); roster of individuals interested in international assignments; international vacancy notices — CIDA projects.

DOA/SDM-400 *Formerly Identified as:* AGR-820

### **Technical Assistance**

*Description:* Information on departmental policy in reference to technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues (e.g., North-South dialogue); industrial co-operation.

DOA/SDM-405 *Formerly Identified as:* AGR-910

### **World Food Day Secretariat**

*Description:* Information on the co-ordination of Canada's observance of World Food Day, including participation from the provinces and other federal departments as well as other organizations concerned to ensure secure food supplies for food-deficient countries. *Topics:* Meetings — National World Food Day Steering Committee, World Food Day Co-ordinating Committee and Information Working Groups; World Food Day poster, logo, theme initiatives.

DOA/SDM-410 *Formerly Identified as:* AGR-930

### **Strategic Planning**

*Description:* Information on strategic issues and challenges facing the agri-food system and the Department.

DOA/SDM-415 *Formerly Identified as:* AGR-920

### **Program Evaluation**

*Description:* Information on the evaluation of departmental programs. *Topics:* Description and objective; analysis of effectiveness.

DOA/RDB-420 *Formerly Identified as:* AGR-670

### **Crop Production Improvement**

*Description:* Information on the improvement of crop production efficiency and quality of crops. *Topics:* Program planning; weather and climate studies; federal-provincial programs; development assistance programs; crop production planning and programs; weed and pest control (e.g., wild oats); production constraint identification;



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advisory services — liaison with governmental and non-governmental organizations; land and water resources studies; cost of production studies.

**DOA/RDB-425 Formerly Identified as: AGR-680**  
**New Crop Development**

*Description:* Information on the development and adaptation of new crop varieties and production practices. *Topics:* Evaluation of new varieties; economic and physical feasibility; field trials and demonstrations; financial assistance to project sponsors (e.g., administration of New Crop Development Fund).

**DOA/RDB-430 Formerly Identified as: AGR-690**  
**Records of Performance (Livestock)**

*Description:* Information on recording and evaluation systems to promote production, efficiency and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate, reproductive performance.

**DOA/RDB-435 Formerly Identified as: AGR-700**  
**Showcase Herd Maintenance**

*Description:* Information on a showcase herd of beef and dairy cattle, sheep and swine maintained to demonstrate to the Canadian public and potential foreign livestock buyers and visitors the quality and genetic potential of Canadian livestock. *Topics:* Production tested under the National Record of Performance Programs and type-classification for dairy and beef cattle; technical information for promotional purposes for all livestock species; foreign exhibition promotional program for livestock.

**DOA/RDB-440 Formerly Identified as: AGR-710**  
**Sire Loan Programs**

*Description:* Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice — breeding, feeding and management of livestock, progress evaluation; breeder associations.

**DOA/RDB-445 Formerly Identified as: AGR-720**  
**Fairs Program**

*Description:* Information on the promotion, improvement and identification of genetically superior breeding stock. *Topics:* Financial and professional support; livestock classification.

**DOA/RDB-450 Formerly Identified as: AGR-730**  
**4-H Programs**

*Description:* Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Shared-cost agreements; grants; public relations; club program monitoring.

**DOA/RDB-455 Formerly Identified as: AGR-740**  
**Authentication of Purebred Livestock**

*Description:* Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; *Livestock Pedigree Act*.

**DOA/RDB-460 Formerly Identified as: AGR-750**  
**Stockyard Administration**

*Description:* Information on efforts to ensure that users of designated stockyards receive or pay a price that reflects the demand for the class of livestock traded on any given day. *Topics:* Stockyard registrations; shippers, trust accounts; *Livestock and Livestock Products Act*; supervision of auction marts; consultation with industry; buyers and sellers; Dealer's Bonds.

**DOA/RDB-465 Formerly Identified as: AGR-760**  
**Farm Improvement Loans**

*Description:* Information on the administration of the *Farm Improvement Loans Act* to assist in meeting the credit needs of Canadian farmers. *Topics:* Loan program management — reports, claims, remittances; guidelines; policy; borrower default analysis. *Retrievability:* Reports of loans made are filed by borrower and lending period. *Storage Medium:* Reports are machine readable.

**DOA/RDB-470 Formerly Identified as: AGR-770**  
**Farm Business Management**

*Description:* Information on advice and expertise to improve farm business practices and production management. *Topics:* Project identification and evaluation; production cost data; managerial and financial systems; information catalogues; technology transfer programs; production management.

**DOA/RDB-475 Formerly Identified as: AGR-780**  
**Feed Freight Assistance Adjustment Fund**

*Description:* Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring — control and evaluation.

**DOA/RDB-480 Formerly Identified as: AGR-840**  
**Agricultural Development Analysis and Co-ordination**

*Description:* Information on a coherent national framework for agricultural development with specific reference to market orientation, research projects, and technology transfer. *Topics:* Provincial reviews (agricultural profiles); research program evaluation; transfer of technology; market development; economic and social statistics; Agricultural Development Subsidiary Agreements; program and project assessments. *Retrievability:* Files arranged by subject, program and year.

**DOA/RDB-485 Formerly Identified as: AGR-850**  
**Agricultural Development Policy and Analysis**

*Description:* Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation.

**DOA/RDB-490 Formerly Identified as: AGR-860**  
**Economic Intelligence**

*Description:* Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes.

**DOA/RDB-495 Formerly Identified as: AGR-870**  
**Regional Offices — Regional Development Branch**

*Description:* Information on federal-provincial ministerial and deputy ministerial conferences, preparation of briefing books for these conferences; and reports and briefs on agricultural issues of concern in the provinces. *Topics:* Provincial policy, programs and issues; liaison activities, including conferences; subagreements.

**DOA/RDB-500 Formerly Identified as: AGR-890**  
**Status of Women — Assistant Deputy Minister's Office**

*Description:* Information on status of women activities related to agriculture (rural and agricultural) in Canada and abroad. *Topics:* Government policy; National Plan of Action; world programs; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities.

**DOA/PFA-505 Formerly Identified as: AGR-1020**  
**Agricultural Service Centres Agreements (ASCA) Program**

*Description:* Information relating to the provision of financial and technical assistance for the construction of municipal water and sewer facilities in designated communities in the prairie provinces. *Topics:* Policy; agreements; financial planning; implementation committee; loan amortization reports; individual project files; individual service,

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supply and construction contract file related to each individual project file.

DOA/PFA-510 *Formerly Identified as:* AGR-1030

### **Land-Use Program — Community Pastures**

*Description:* Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture agreements; agreements; community pastures on Indian reserves and in the Northwest Territories; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation of grasslands; land development program; dugout excavation and dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file.

DOA/PFA-515 *Formerly Identified as:* AGR-1040

### **Water Development Program**

*Description:* Information relating to the provision of financial and technical assistance to individuals and communities for the development of water and land resources; the establishment of on-farm and community water supplies, including dugouts, stockwatering dams and irrigation schemes as well as farm wells; and the provision and distribution of tree seedlings and cuttings to farmers and government agencies. *Topics:* Community Wells Program, agreements; dugouts and small dams; irrigation; submissions for community projects; farm well program; individual project files; applications for water development grants.

DOA/PFA-520 *Formerly Identified as:* AGR-1050

### **Engineering Services Projects**

*Description:* Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-525 *Formerly Identified as:* AGR-1060

### **South Saskatchewan River Project**

*Description:* Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features.

DOA/PFA-530 *Formerly Identified as:* AGR-1070

### **South-West Saskatchewan Irrigation Projects**

*Description:* Information on the construction of twenty-seven water storage reservoir and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreements for sale of land; letters patent; drainage; leases; application for land; spring runoff records; land levelling;

letters to debtors; individual project files; individual construction contract files related to the project files.

DOA/PFA-535 *Formerly Identified as:* AGR-1080

### **Alberta Irrigation Rehabilitation Program**

*Description:* Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-540 *Formerly Identified as:* AGR-1090

### **Assiniboine River Diking Program**

*Description:* Information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service, supply and construction contract files.

DOA/PFA-545 *Formerly Identified as:* AGR-1100

### **Demonstration Farm**

*Description:* Information relating to the operation of the Demonstration Farm at Outlook, Saskatchewan, which is a focal point within the South Saskatchewan River Irrigation Project and where management techniques can be evaluated for a wide range of new and established crops. It provides specialized information to the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; reports on various crops; land.

DOA/PFA-550 *Formerly Identified as:* AGR-1110

### **Tree Nursery Program**

*Description:* Information relating to the operation of the Tree Nursery at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the prairie provinces. *Topics:* Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Heads Land; shelterbelts; tree distribution policy.

DOA/PFA-555 *Formerly Identified as:* AGR-1120

### **Interim Subsidiary Agreements (ISA)**

*Description:* Information relating to the provision of financial and technical assistance for drought proofing and sensitivity studies, investigation and implementation of water supply projects, and flood damage reduction studies in Manitoba and Saskatchewan. *Topics:* Policy; agreements; finance; boards and committees; individual project files; individual service, supply and construction contract files related to each individual project.

DOA/PFA-560 *Formerly Identified as:* AGR-1130

### **Soil Conservation Programs**

*Description:* Information relating to the analyses and discussions of land degradation issues on the Canadian prairies, together with activities established to deal with such problems at the farm level. *Topics:* Pilot project reports; soil conservation committees; Dryland Salinity Control Association; individual project files; letters to government agencies and farm organizations; conservation workshops.



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DOA/CGC-565 *Formerly Identified as:* CGC-10

### **Grain Inspection Operations**

*Description:* Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by members of the grain industry under the *Canada Grain Act* or *Canada Grain Regulations*. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; reinspections. *Special Access Note:* The files are located in Winnipeg and in district offices.

DOA/CGC-570 *Formerly Identified as:* CGC-20

### **Economics and Statistics Operations**

*Description:* Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insuring of elevators under the *Canada Grain Act*. *Topics:* Grain handling and storage statistics for licensed elevators; audits of operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by western producers; policy analysis and recommendations. *Special Access Note:* Records are located in Winnipeg.

DOA/CGC-575 *Formerly Identified as:* CGC-30

### **Grain Research**

*Description:* Information on the quality of cereal grains and oilseeds. *Topics:* Enquiries, consultations, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods. *Special Access Note:* Records are located at the Winnipeg office.

DOA/CGC-580 *Formerly Identified as:* CGC-40

### **Weighing of Grain**

*Description:* Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the *Canada Grain Act* and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities — planning and control. *Special Access Note:* Records are located at Winnipeg and at district offices.

DOA/CGC-585 *Formerly Identified as:* CGC-50

### **Policy Development and Co-ordination**

*Description:* Information on the administration of the *Canada Grain Act* and the *Grain Futures Act*; issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and co-ordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; *Canada Grain Act* and Regulations; *Grain Futures Act* and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement; supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81). *Storage Medium:* Financial statement is machine readable. *Special Access Note:* Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at Public Archives.

DOA/APB-590 *Formerly Identified as:* APB-10

### **Agricultural Products Transaction**

*Description:* Information on agricultural product transactions under the provisions of the *Agricultural Products Board Act*. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. *Retrievability:* Files arranged by commodity, year and procedure.

DOA/ASB-595 *Formerly Identified as:* ASB-10

### **Commodity Price Support Programs**

*Description:* Information on support prices for agricultural products under the provisions of the *Agricultural Stabilization Act* and details of payment programs. *Topics:* Support price (related data, correspondence, reports, producer costs, market return statistics); payment program (deficiency payments, eligibility criteria).

DOA/ASB-600 *Formerly Identified as:* ASB-20

### **Subsidy Claims and Payments**

*Description:* Information on claims for subsidies from individual producers.

DOA/CFS-605 *Formerly Identified as:* EC-620

### **International Forestry Relations**

*Description:* Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada's international organization; individual countries. *Storage Medium:* Paper.

DOA/CFS-610 *Formerly Identified as:* EC-630

### **Forestry Initiatives and Relations**

*Description:* Information on federal forestry programs to meet the present and future economic and social needs of Canadians; bilateral and multilateral forestry agreements on behalf of the federal government and the Canadian Forestry Service with provincial governments, universities, private forestry concerns, and forestry associations, scientific and technical forestry advisory service to federal ministers and departments, provincial governments, universities, private forestry concerns, forestry associations, and members of the public. *Storage Medium:* Paper.

DOA/CFS-615 *Formerly Identified as:* EC-640

### **Identification of Problems and Opportunities**

*Description:* Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. *Topics:* Forest economic and technical statistics, information files of forests, forestry and the forest industry and other uses of the forest. *Storage Medium:* Paper.

DOA/CFS-620 *Formerly Identified as:* EC-650

### **Assessment and Interpretation**

*Description:* Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. *Topics:* Operational policies of the Canadian Forestry Service (CFS) — Federal Outdoor Recreation Policy, National Forest Policy, CFS Policy, Provincial Forest Policies, Federal Forest Policy, Forest Protection Assistance Policy, Transportation Policy, CFS Communications Policy, International Forest Policy. *Storage Medium:* Paper.

DOA/CFS-625 *Formerly Identified as:* NO REFERENCE

### **Forestry Statistics and Systems (New)**

*Description:* Quantitative data on location and area of forest lands, volume of forests, their growth, losses and harvests; forest products in Canada and other countries. *Topics:* World Forestry Data Program; Canadian Forestry Data Program; Federal Forestry Data Program; Forestry Data Systems Program; committees; boards. *Storage Medium:* Paper.

DOA/CFS-630 *Formerly Identified as:* EC-810

### **Public Awareness**

*Description:* Information on the promotion of public awareness, appreciation of Canada, forest, wildlife and water, and natural environment through Ecatour Maps — designed for use by the travelling public, including a description of the natural and human



## DEPARTMENT OF AGRICULTURE

forces that have shaped the landscape, and elaboration on features of particular interest. *Note:* Ecatour Maps of the Trans-Canada Highway from St. John's, Newfoundland to Victoria, British Columbia, other maps of routes of particular scenic, historic or ecological significance.

DOA/CFS-635 *Formerly Identified as:* EC-610

### Forestry Subvention Program

*Description:* Information on external research and development through contracts, contributions and grants, supported through membership in appropriate technical committees and associations, for vital forestry activities where corresponding in-house research and development facilities do not exist. Also maintenance of forestry expertise centres in Canadian universities. *Topics:* Energy from forest resources; wood-anatomy, bending, chemistry, chemical use, chippers and chips, composites (wood with other materials), construction, dielectric and non-dielectric heating, glues and gluing, grades, codes and standards, identification, wood logs and logging equipment; logging-quality studies, lumber: wood manufacturing secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; plywood and veneer; wood preservation; pulp and paper; wood sawmilling equipment; wood seasoning; wood supply; wood testing services; timber engineering-fasteners; timber engineering, physics; underutilized and problem species. *Storage Medium:* Paper.

DOA/CFS-640 *Formerly Identified as:* EC-670

### Tree Seed — Improvement Research

*Description:* Research on tree reproductive structures and seeds in support of the production procurement and processing of seed forestation. Information on the management of seed orchards and seed production areas. Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree cone and seed physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing, storage testing and certification; seed orchards and seed production areas, seed certification; seeds legislation and rules; requests for seeds; tree genetics; forest genetic, tree improvement — Canadian Tree Improvement Association; Canadian Tree Improvement Association — tree reproduction. *Storage Medium:* Paper.

DOA/CFS-645 *Formerly Identified as:* EC-680

### Reforestation Research

*Description:* Information on the preparation of cutover areas and other sites for natural seeding or artificial reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germination and germinant establishment; production and handling of bareroot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys. *Storage Medium:* Paper.

DOA/CFS-650 *Formerly Identified as:* EC-690

### Genetics

*Description:* Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species.

DOA/CFS-655 *Formerly Identified as:* EC-700

### Tree and Stand Growth Research

*Description:* Information on the growth, physiology and development of various tree species grown in Canada for the production of wood, fibre or energy. *Topics:* Tree growth, biology, physiology, reproduction — growth and yield; geomorphologic silviculture-silvics of species — fertilization, soils. *Storage Medium:* Paper.

DOA/CFS-660 *Formerly Identified as:* EC-710

### Management Systems for Production Forestry

*Description:* Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on long-term predictions of forest productivity. *Topics:* Biometrics; forest productivity; economics; fire management; harvesting; land classification and mapping; forest land management; multiple use management; remote sensing; salvage operations; silviculture-cutting, effects of mechanized logging, fertilization, herbicides, statistics, prescribed burning, inventory and measurements. *Storage Medium:* Paper.

DOA/CFS-665 *Formerly Identified as:* EC-720

### Forest Fire Research

*Description:* Research into fire control (suppression), management, behaviour, ecology and prevention, information relating to the development, testing and evaluating of forest fires, fire fighting equipment. *Topics:* Forest fire control — management, behaviour, ecology, environment, risk danger, damage and appraisal, weather, detection, prevention, bombing (air attack), retardants and suppression equipment; and prescribed burning. *Storage Medium:* Paper.

DOA/CFS-670 *Formerly Identified as:* EC-730

### Insects and Disease Research

*Description:* Information on damage caused to forests by insects or diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects), the biology of forest pests and control methods. *Topics:* Listing of specific forest insect pests — spruce budworm, winter moth, bark beetles, gypsy moth, balsam woolly aphid, birch casebearer, birch leafminer, European pine sawfly, European pine shoot moth, fall webworm, larch casebearer, larch sawfly, mountain ash sawfly, satin moth and other biological control through CIBC; biological control with *Bacillus thuringiensis*; chemical control; pathological problems — scleroderris canker — Dutch elm disease, dwarf mistletoe, pesticides, pheromones; pine wood nematode. *Storage Medium:* Paper.

DOA/CFS-675 *Formerly Identified as:* EC-760

### Forest Environment Research

*Description:* Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry; also effects of ARTAP (acid rain) and other pollutants on forests. *Topics:* Conservation; energy; environmental concerns; prescribed burning; forest-fire management; harvesting; forest management; multiple-use management; land-use planning, acid rain, forest decline, monitoring acid rain damage to forest (Acid Rain National Early Warning System); pollution; pollution abatement; salvage operations; silviculture — herbicides, site preparation; soils; hydrology, baseline studies, watershed research. *Storage Medium:* Paper.

DOA/CFS-680 *Formerly Identified as:* EC-770

### Forest and Plant Ecology

*Description:* Information on the processes of change in the forest and plant communities found in Canada and the related research carried out by the CFS. *Topics:* Tree and forest biology; forest types; forest ecology and productivity; fire ecological effects; forest succession,

## DEPARTMENT OF AGRICULTURE

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silviculture-silvices of species, weed management; soils. *Storage Medium*: Paper.

DOA/CFS-685 *Formerly Identified as:* NO REFERENCE

### **Forestry Development and Communications Directorate (New)**

*Description:* The Forestry Development and Communications Directorate is responsible for promoting and monitoring the effective socioeconomic development of Canada's forest resource through national leadership in its management and the enhancement of its labour force. It also stimulates increased quality and quantity of forest management; promotes increased forest management on federal Crown lands; co-ordinates the delivery of forestry programs and services by regional offices and other agencies on these lands; provides a range of communication services in support of the CFS; establishes a dialogue with designated publics in Canada and abroad on the forest resource, its management and CFS activities; fosters the development of a skilled forestry labour force; provides information on trends

affecting human resources in forestry; and promotes national policies and programs in co-operation with government agencies and the private sector. *Topics:* Forest development operations (by province), forest development agreements (by province), forest sector profiles (description of forest resource lease — industry activities), federal forestry management programs within provinces and regional issues; job development related to the forestry industry, employment impact studies related to forestry, forest management of DND lands, Indian lands and other federal lands; scientific and technical publications; ministerial speeches, press releases, Cabinet documents, memorandums of understanding, pamphlets and brochures relating to forestry topics and issues; studies on the forest sector; economical and statistical core information.

### **Deleted Classes of Records**

ACR-430 Agrometeorology

AGR-830 International Agricultural Assistance Co-ordination

# **ATLANTIC PILOTAGE AUTHORITY**

## **Chapter 3**



# ATLANTIC PILOTAGE AUTHORITY

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ATLANTIC PILOTAGE AUTHORITY

(APA)

OPERATIONS DIVISION

005 Pilotage Services  
010 Tariffs

ACCESS TO INFORMATION  
COORDINATOR  
ATLANTIC PILOTAGE AUTHORITY  
SUITE 1203  
BANK OF MONTREAL TOWER  
5151 GEORGE STREET  
HALIFAX, NOVA SCOTIA  
B3J 1M5

# ATLANTIC PILOTAGE AUTHORITY

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## Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed on February 1, 1972. The Act created pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority, pursuant to the *Financial Administration Act* in Schedule SC 1983-84, 31, was designated a Schedule C Parent Crown corporation. It was first incorporated in 1972.

## Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Atlantic Pilotage Regulations
- Authority By-Laws

## Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interests of safety, an efficient and economic pilotage service within its geographic boundaries — all coastal waters in the Atlantic region. As a further goal, the Authority prescribes tariffs for pilotage charges that are to be fair, responsible and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Atlantic Pilotage Authority  
Suite 1203  
Bank of Montreal Tower  
5151 George Street  
Halifax, Nova Scotia  
B3J 1M5  
Telephone: (902) 426-2550

## Administration Division

The purpose of this division is to provide administrative and financial services as required to operate within accepted corporate business procedures.

### Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

## Operations Division

The responsibility of this division is to provide pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

### Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

## Classes of Records

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APA/OPD-005 *Formerly Identified as:* APA-10

### Pilotage Services

*Description:* Information on the provision of pilotage services within the Atlantic region. *Topics:* Dispatching records; pilotage licenses; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

APA/OPD-010 *Formerly Identified as:* APA-20

### Tariffs

*Description:* Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

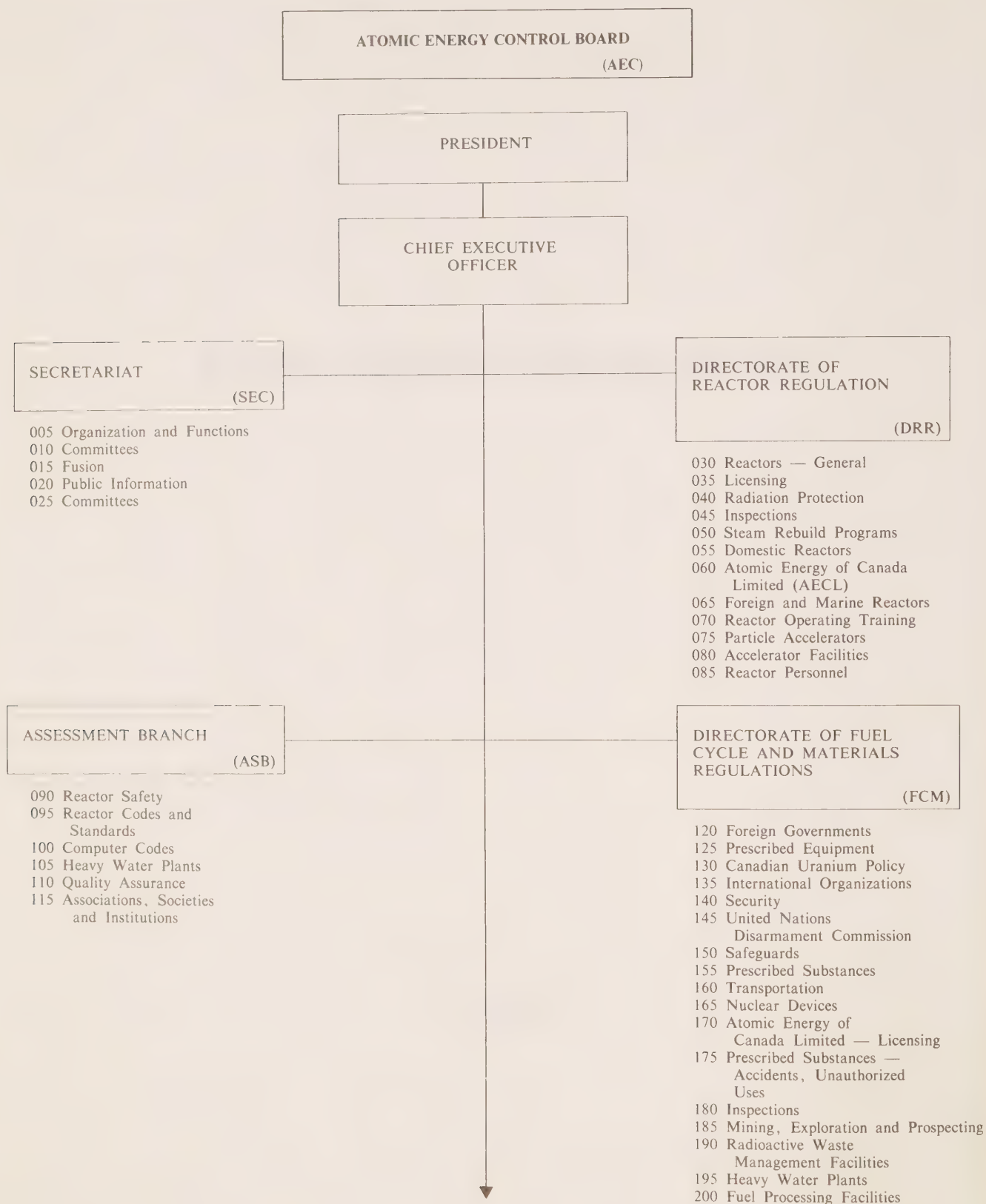




# **ATOMIC ENERGY CONTROL BOARD**

## **Chapter 4**

# ATOMIC ENERGY CONTROL BOARD



# ATOMIC ENERGY CONTROL BOARD

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## PLANNING AND ADMINISTRATION BRANCH

(PAB)

205 Co-ordination and Planning  
210 Emergency Planning Activities  
215 International Organizations  
220 Nuclear Liability  
225 Federal Departments  
230 Atomic Energy Legislation  
235 Atomic Energy Control  
Regulations  
240 Provincial Governments

## REGULATORY RESEARCH BRANCH

(RRB)

245 Health Physics  
250 Safeguards Research  
and Development  
255 Regulatory Documents  
260 Orientation Facilities

ACCESS TO INFORMATION  
CO-ORDINATOR  
ATOMIC ENERGY CONTROL BOARD  
P.O. BOX 1046  
STATION B  
OTTAWA, ONTARIO  
K1P 5S9



# ATOMIC ENERGY CONTROL BOARD

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## Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act*. It is the federal regulatory agency responsible for the control of health, safety, and national and international security aspects of prescribed atomic energy substances and items, and nuclear facilities. The Board reports to Parliament through a designated Minister and is a departmental corporation within the meaning and purpose of the *Financial Administration Act*.

## Laws and Regulations

- Atomic Energy Control Act, RSC 1970, c.A19
- Nuclear Liability Act, RSC 1970, c.29 (1st supplement)

## Overall Responsibilities

The Board controls the development, application and use of atomic energy, both through the authority of the Act and through regulations approved by the Governor-in-Council. It operates a comprehensive licensing system that covers all dealings in prescribed atomic energy substances and items, to assure that such substances and items are used with proper consideration for health and safety as well as national and international security. The Board's licensing system is administered with the co-operation of other federal and provincial government departments concerned with health, the environment, transportation and labour, which have similar or relevant responsibilities.

## Organization

The Board consists of five members. One of these members is appointed President and chief executive officer and is the only full-time member. The president of the National Research Council of Canada is an *ex officio* member. The three remaining members are chosen from business and professional fields related to nuclear energy.

Reporting to the President of the Board are the Secretariat, the directorates of Reactor Regulation, and Fuel Cycle and Materials Regulation, and the branches of Regulatory Research, and Planning and Administration. The Orientation Centre, while not a part of the board staff organization, also reports to the president.

The organization is augmented by two internal committees: a Management Committee, which provides advice to the President on administrative and operational matters and acts for the president during an absence or vacancy; and a Policy Advisory Committee, which develops and presents policy recommendations to the President.

The Board's head office is located in Ottawa where the majority of staff are stationed. There presently exist two regional offices; one in Mississauga, Ontario and one in Calgary, Alberta. These two offices are staffed by compliance inspectors who perform licensee inspections in southern Ontario and western Canada, respectively. A third office was opened in Montréal this year, to serve the Québec and eastern Canada regions.

The AECB also has staff members located at nuclear reactor sites and in the Elliot Lake (Ontario) mining area. The prime role is to carry out inspections and maintain surveillance over the licensed facilities in these locations.

## General Information

Requests for technical information, and enquiries concerning the AECB's role, organization, programs and services may be addressed to the AECB Office of Public Information. (Addresses and telephone numbers are listed below.)

The AECB also has a public documents room at head office where

documents related to licensing may be viewed by the public. Library services are also available.

The Office of Public Information issues a publications catalogue annually, available to the public free of charge, which lists all technical reports, papers, speeches, regulatory documents, news releases, information bulletins, notices and miscellaneous documents published by the AECB in the past five years. Most AECB publications are free.

Please direct all requests or telephone calls to

### Head Office

Atomic Energy Control Board  
270 Albert Street  
P.O. Box 1046  
Station B  
Ottawa, Ontario  
K1P 5S9  
Telephone: (613) 995-6941

### Southern Ontario Regional Office

Atomic Energy Control Board  
33 City Centre Drive  
Suite 351  
Mississauga, Ontario  
L5B 2N5  
Telephone: (416) 270-0185

### Western Regional Office

Atomic Energy Control Board  
Government of Canada Building  
Suite 850  
220-4th Avenue S.E.  
Calgary, Alberta  
T2P 3C3  
Telephone: (403) 231-5181

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Atomic Energy Control Board  
P.O. Box 1046  
Station 'B'  
Ottawa, Ontario  
K1P 5S9  
Telephone: (613) 995-5909

## Secretariat

The Secretariat embraces the functions of the secretary to the Board, relations with the office of its designated minister, parliamentary committees and enquiries, the Office of Public Information, and three advisors to the Board for medical, science and special matters. Two other advisors, Legal and Official Languages, report directly to the President.

## Office of the Secretary

The Board secretary's main function is to provide liaison between Board members and AECB staff. The secretary's duties include organizing and administering board meetings and taking appropriate follow-up action, managing the system of staff documents presented to the Board, and conducting the correspondence of the Board. The secretary also maintains a record of all business transactions by the Board, maintains communication and co-ordination among Board members, and carries out other duties as assigned by the Board or the President.

# ATOMIC ENERGY CONTROL BOARD

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## Manuals

- AECB Staff Briefing Book
- AECB Organizational Structure and Functions Manual
- AECB Policy Compendium (in-house use only — public version in preparation)
- Nuclear Liability Operations Manual (in preparation)

## Office of Public Information

The office is responsible for responding to requests from outside contacts for technical or other information, and for informing the public of significant matters through the news media and other communication vehicles. Mailing lists are maintained for the distribution of news releases, the annual report, consultative documents and the publications catalogue. The office is also the AECB's publisher and contact for all free documentation. The Language Service unit within the office facilitates service to the public in French-language printed matter.

## Directorate of Reactor Regulation

This directorate has the prime responsibility for the regulation of power and research reactors and accelerators. It evaluates applications for licences against the safety standards and requirements that the AECB has set, and grants licences and monitors licensee operations to ensure compliance with Board regulations and requirements at all times. It also conducts examinations for reactor operators and provides specialist input into the review of all nuclear facilities.

## Pre-operational Power Reactor Division

This division ensures that the design, construction and commissioning of power reactor facilities are carried out in a manner consistent with accepted national and international standards of safety. It also assesses and licenses all nuclear facilities for the generation of electricity or steam in Canada.

## Operational Power Reactor Division

This division ensures that the operation of power reactor facilities is conducted in a manner consistent with national and international standards of safety, and that the radiological impact of these facilities upon operators, the public, and the environment is as low as is reasonably achievable. In addition, it monitors all nuclear facilities for the generation of electricity or steam in Canada or, when directed by the Board, located in Canadian waters.

## Operator Certification and Research Facility Division

This division ensures that staff certified for AECB-authorized positions at licensed nuclear facilities possess the necessary knowledge and training to perform their role in the safe operation of the facilities. It also ensures that the design, construction, commissioning and operation of research, reactor and accelerator facilities meet accepted international standards of safety, and that the radiological impact of these facilities upon operators, the public and environment is as low as is reasonably achievable.

## Assessment Branch

The branch carries out the detailed assessment of licensing information and provides technical and scientific advice in support of Board activities, with particular emphasis on safety assessment and radiological protection of nuclear facilities and prescribed substances. It comprises two divisions: Safety Evaluation and Quality Assurance and Standards.

## Safety Evaluation Division

This division carries out the detailed scientific and engineering assessments of nuclear facilities and prescribed substances in Canada, or under Canadian control, from the design stage through construction, operation and de-commissioning. It also assists in the development of requirements for safety and licensing of nuclear facilities.

## Quality Assurance and Standards Division

This division ensures the establishment and implementation of reactor quality assurance and standards programs, and the regulatory control of pressure-retaining components.

## Directorate of Fuel Cycle and Materials Regulations

The directorate is responsible for evaluating applications for licences, licensing, and compliance monitoring of uranium mines, refineries and conversion plants, nuclear fuel fabrication plants, heavy water plants, radioactive waste management facilities, and the use of radioisotopes. It also implements domestic and international nuclear materials safeguards programs.

## Safeguards and Security Division

This division controls the import, export, production and use of prescribed substances, items and technology in order to ensure the implementation of Canada's policies on the non-proliferation of nuclear weapons or other nuclear explosive devices. It also provides the major technical input in the formulation and implementation of nuclear policy, provides advice and implements policies on heavy water and uranium, and ensures that an acceptable level of physical security is provided for nuclear materials, technology and facilities.

## Radioisotope and Transportation Division

This division develops and administers provisions for the protection of workers and the public from radiological hazards arising from the use of radioisotopes and the transportation of radioactive materials in Canada. It also issues licences for the use and importation of radioisotopes, and certificates for transportation packages.

## Compliance Services and Laboratories Division

This division carries out inspections and investigations to verify that the terms of licences and regulatory requirements are being met. Where they are not met, it provides the information necessary to facilitate action by the licensee, or takes immediate corrective action as provided for in the regulations.

## Uranium Mine Division

This division ensures that uranium mines, mills and associated waste management facilities are operated in a manner that does not expose workers and the public to unacceptable health and safety hazards. It is also responsible for establishing standards associated with the safe operation of uranium mining, assessing and issuing licences, and monitoring of mines to ensure compliance with the regulations and conditions of their licence.

## Waste Management Division

This division ensures that facilities for the storage and disposal of radioactive waste materials are constructed and managed to prevent exposure of the public, environment and workers to excessive



# ATOMIC ENERGY CONTROL BOARD

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radiation hazards through the establishment of standards, issue of licences and monitoring of all such facilities in Canada.

## Fuel and Heavy Water Plant Division

This division ensures that the operations of facilities for the refining of uranium, the fabrication of nuclear fuel, the production, application and use of natural uranium and thorium, and the production of heavy water is carried out in such a manner that there is no unacceptable health and safety hazard to the public. It also exercises control over the accountability for heavy water inventories at nuclear facilities, establishes standards for the safe operation of heavy water plants, assesses and issues licences, and ensures compliance with the licence terms and regulations.

## Planning and Administration Branch

This branch is responsible for such centralized administrative functions as office services, library, registry, personnel and finance, as well as the planning, co-ordination and administration of the *Nuclear Liability Act*.

## Planning and Co-ordination Division

This division is responsible for ensuring that the planning and execution of actions by the various divisions of the AECB, both within the Board and with outside bodies, are co-ordinated to prevent duplication and ensure consistency of policy and approach. It also co-ordinates AECB activities with international agencies and organizations and administers the *Nuclear Liability Act* and emergency planning activities.

## Regulatory Research Branch

The branch is responsible for the initiation and management of projects in the Board's mission-oriented research program, which is designed to provide information for use in the AECB's regulatory activities. It is also responsible for the assessment of radiation hazards and radiation protection programs for licensed activities, the development of related standards and guidelines, and the provision of radiation protection training for Board staff. The branch is composed of: radiation protection division, health effects and regulatory documents section, and safety and safeguards section.

## Radiation Protection Division

This division is responsible for detailed radiation protection assessments and expert radiation protection advice for all of the Board's activities. It also monitors all aspects of radiation protection associated with nuclear facilities and prescribed substances, both for workers and members of the public.

## Health Effects and Regulatory Documents Section

This section is responsible for the health effects of nuclear technology and its impact on the public as appropriate for effective regulatory controls. The section also monitors research programs to ensure they are executed economically and expeditiously, and manages the development of the regulatory document system.

## Safety and Safeguards Section

The responsibilities of this section are to manage the safeguard techniques for Canadian-supplied reactors, and risk and safety evaluation.

## Orientation Centre

Specialists of the Orientation Centre provide advice, orientation, training and assistance to regulatory agencies in foreign countries that have purchased or are potential purchasers of CANDU reactors. The group reports to the president for administrative purposes only, and is funded separately from AECB programs.

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## Classes of Records

AEC/SEC-005 *Formerly Identified as:* AECB-10

### Organization and Functions

*Description:* Information on board activities. *Topics:* Organization of the Board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and Minister's briefings.

AEC/SEC-010 *Formerly Identified as:* AECB-20

### Committees

*Description:* Information on various AECB committees. *Topics:* AECB Advisory Committee; sub-committees on tailings, fault tree methods, radiological protection; nuclear safety and AECL committees on the technical aspects of the NPD reactor; Nuclear Safety Advisory Committee; Chalk River Nuclear Laboratory (CRNL) Nuclear Criticality Safety Panel; Whiteshell Nuclear Research Establishment (WNRE) Nuclear Criticality Safety Panel; and AECL Emergency Response Transportation Study.

AEC/SEC-015 *Formerly Identified as:* AECB-30

### Fusion

*Description:* Information on direct AECB participation in the research and development of fusion as an alternate energy source by making its expertise in the fuel cycle process available to other organizations dealing with fusion.

AEC/SEC-020 *Formerly Identified as:* AECB-40

### Public Information

*Description:* Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; editorial services; translation and revision.

AEC/SEC-025 *Formerly Identified as:* AECB-50

### Committees

*Description:* Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). *Topics:* Risk estimates; licensing guides.

AEC/DRR-030 *Formerly Identified as:* AECB-60

### Reactors – General

*Description:* General information on the operation of reactor facilities.

AEC/DRR-035 *Formerly Identified as:* AECB-70

### Licensing

*Description:* Information on licensing of the reactor and its site by the AECB.

AEC/DRR-040 *Formerly Identified as:* AECB-80

### Radiation Protection

*Description:* Information on radiation protection for workers, public and environment affected by reactor facilities.



# ATOMIC ENERGY CONTROL BOARD

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AEC/DRR-045 *Formerly Identified as:* AECB-90

## **Inspections**

*Description:* Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. *Topics:* Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding.

AEC/DRR-050 *Formerly Identified as:* AECB-100

## **Steam Rebuild Programs**

*Description:* Information on improvements of original deficient steam generators in some of the reactors. *Topics:* 600Mw, 500Mw(e), and 850Mw steam generator rebuild programs.

AEC/DRR-055 *Formerly Identified as:* AECB-110

## **Domestic Reactors**

*Description:* Information on the reactors currently in use in Canada. *Topics:* Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance.

AEC/DRR-060 *Formerly Identified as:* AECB-120

## **Atomic Energy of Canada Limited (AECL)**

*Description:* Information on research reactor facilities administered by Atomic Energy of Canada Limited. *Topics:* Reactors – NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke.

AEC/DRR-065 *Formerly Identified as:* AECB-130

## **Foreign and Marine Reactors**

*Description:* Reactors in the U.S.; marine reactors; foreign reactors outside the U.S.

AEC/DRR-070 *Formerly Identified as:* AECB-140

## **Reactor Operating Training**

*Description:* Information on the training and examination of reactor operators according to AECB standards. *Topics:* Reactor Operating Training; Ontario Hydro, Hydro-Québec, New Brunswick Electric Power Commission.

AEC/DRR-075 *Formerly Identified as:* AECB-150

## **Particle Accelerators**

*Description:* General information on particle accelerators. *Topics:* Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada.

AEC/DRR-080 *Formerly Identified as:* AECB-160

## **Accelerator Facilities**

*Description:* Information on the 44 licensed accelerator and particle accelerator facilities in Canada. *Topics:* Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron.

AEC/DRR-085 *Formerly Identified as:* AECB-170

## **Reactor Personnel**

*Description:* Information on the training and examination of all reactor personnel.

AEC/ASB-090 *Formerly Identified as:* AECB-180

## **Reactor Safety**

*Description:* Information on the development of safety requirements for nuclear facilities. *Topics:* Siting guides; reactor safety criteria.

AEC/ASB-095 *Formerly Identified as:* AECB-190

## **Reactor Codes and Standards**

*Description:* Quality assurance codes and standards used in the design of nuclear facilities. *Topics:* Components; inspections; quality control;

reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU.

AEC/ASB-100 *Formerly Identified as:* AECB-200

## **Computer Codes**

*Description:* Information on computer codes used in reactor operations. *Topics:* Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment.

AEC/ASB-105 *Formerly Identified as:* AECB-210

## **Heavy Water Plants**

*Description:* Information on the safety assessment of design and operation of heavy water plants.

AEC/ASB-110 *Formerly Identified as:* AECB-220

## **Quality Assurance**

*Description:* Information on the overall design quality of nuclear facilities. *Topics:* Standards; manufacturers; manufacturer quality assurance programs.

AEC/ASB-115 *Formerly Identified as:* AECB-230

## **Associations, Societies and Institutions**

*Description:* Information on professional organizations with which the AECB consults on matters related to nuclear energy. *Topics:* Standards-writing organizations – Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency.

AEC/FCM-120 *Formerly Identified as:* AECB-240

## **Foreign Governments**

*Description:* Information on all foreign governments with which Canada has been or is involved in the atomic or nuclear field. *Topics:* International nuclear safeguards; export-import controls; atomic energy research; exchanges of information; various reports dealing with the preceding subjects from foreign countries.

AEC/FCM-125 *Formerly Identified as:* AECB-250

## **Prescribed Equipment**

*Description:* Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators.

AEC/FCM-130 *Formerly Identified as:* AECB-260

## **Canadian Uranium Policy**

*Description:* The Canadian uranium policy on exports, anti-trust matters and nuclear energy.

AEC/FCM-135 *Formerly Identified as:* AECB-270

## **International Organizations**

*Description:* Information on international organizations in the nuclear energy field. *Topics:* International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations – International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency.

AEC/FCM-140 *Formerly Identified as:* AECB-280

## **Security**

*Description:* Information on the physical security of nuclear facilities and personnel.

AEC/FCM-145 *Formerly Identified as:* AECB-290

## **United Nations Disarmament Commission**

*Description:* Information on the United Nations Non-proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy.

# ATOMIC ENERGY CONTROL BOARD

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AEC/FCM-150 *Formerly Identified as:* AECB-300

## **Safeguards**

*Description:* Policies and measures for the non-proliferation of nuclear energy. *Topics:* Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices.

AEC/FCM-155 *Formerly Identified as:* AECB-310

## **Prescribed Substances**

*Description:* Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radioisotopes in Canada. *Topics:* Use; exports; policies; health precautions.

AEC/FCM-160 *Formerly Identified as:* AECB-320

## **Transportation**

*Description:* Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. *Topics:* Shipping regulations; labelling requirements for radioisotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation – air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs.

AEC/FCM-165 *Formerly Identified as:* AECB-330

## **Nuclear Devices**

*Description:* Information on manufacturers of nuclear devices. *Topics:* Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators.

AEC/FCM-170 *Formerly Identified as:* AECB-340

## **Atomic Energy of Canada Limited – Licensing**

*Description:* General licensing information on AECL facilities and appropriate internal companies.

AEC/FCM-175 *Formerly Identified as:* AECB-350

## **Prescribed Substances – Accidents, Unauthorized Uses**

*Description:* Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. *Topics:* Contamination of jewellery and pottery; improper safeguards for radioisotope use – hospitals, pharmaceutical labs, research labs; contamination of the environment by uranium mining operations; transportation accidents; unauthorized uses of radioactive materials, contamination.

AEC/FCM-180 *Formerly Identified as:* AECB-360

## **Inspections**

*Description:* Information on inspections, field instrumentation and special investigations.

AEC/FCM-185 *Formerly Identified as:* AECB-370

## **Mining, Exploration and Prospecting**

*Description:* Information on every uranium mining and milling facility in Canada. *Topics:* Operation; licensing; requirements; health and safety – personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling.

AEC/FCM-190 *Formerly Identified as:* AECB-380

## **Radioactive Waste Management Facilities**

*Description:* Information on every radioactive waste management facility in Canada. *Topics:* Low-level storage; high-level storage; reactor wastes; chemical treatment; licensing; maintenance; compliance.

AEC/FCM-195 *Formerly Identified as:* AECB-390

## **Heavy Water Plants**

*Description:* Information on the four heavy water plants in Canada. *Topics:* Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes.

AEC/FCM-200 *Formerly Identified as:* AECB-400

## **Fuel Processing Facilities**

*Description:* Information on fuel processing facilities in Canada. *Topics:* Operation; licensing; compliance inspections; radiation exposure data.

AEC/PAB-205 *Formerly Identified as:* AECB-410

## **Co-ordination and Planning**

*Description:* Information on the Board's internal and external co-ordination and planning.

AEC/PAB-210 *Formerly Identified as:* AECB-420

## **Emergency Planning Activities**

*Description:* Information on emergency planning activities. *Topics:* Federal procedures; co-ordination of federal, provincial and international procedures.

AEC/PAB-215 *Formerly Identified as:* AECB-430

## **International Organizations**

*Description:* Information on visits to and from international organizations, and dealings with committees and working groups on international safeguards and technical aspects of nuclear energy; also information on the Organization for Economic Co-operation and Development.

AEC/PAB-220 *Formerly Identified as:* AECB-440

## **Nuclear Liability**

*Description:* Information on the *Nuclear Liability Act* and its association with the Canadian nuclear program; also insurance aspects of nuclear liability.

AEC/PAB-225 *Formerly Identified as:* AECB-450

## **Federal Departments**

*Description:* General information on liaison with other federal departments and agencies.

AEC/PAB-230 *Formerly Identified as:* AECB-460

## **Atomic Energy Legislation**

*Description:* Information on the *Atomic Energy Control Act* and amendments.

AEC/PAB-235 *Formerly Identified as:* AECB-470

## **Atomic Energy Control Regulations**

*Description:* The regulations pursuant to the *Atomic Energy Control Act* as they apply to prescribed substances and items, nuclear

## ATOMIC ENERGY CONTROL BOARD

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facilities, appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of medical advisers, and protection of the public and the environment.

AEC/PAB-240 *Formerly Identified as:* AECB-480

### **Provincial Governments**

*Description:* Information on dealings with the 10 provincial governments and two territories.

AEC/RRB-245 *Formerly Identified as:* AECB-490

### **Health Physics**

*Description:* Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment.

AEC/RRB-250 *Formerly Identified as:* AECB-510

### **Safeguards Research and Development**

*Description:* Research and development of safeguards, joint U.S.-Canada projects, and conversion and fuel fabrication plants; also IAEA support programs, safeguards and regulations for physical security.

AEC/RRB-255 *Formerly Identified as:* AECB-520

### **Regulatory Documents**

*Description:* AECB's Licensing Guides and Regulatory Standards for the nuclear energy field and prescribed substances. *Topics:* Regulations, safeguard techniques, socioeconomic impact analyses.

AEC/RRB-260 *Formerly Identified as:* AECB-530

### **Orientation Facilities**

*Description:* Information on foreign countries interested in purchasing CANDU reactors or technology.





# **OFFICE OF THE AUDITOR GENERAL**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 5**





# **BANK OF CANADA**

## **Chapter 6**

# BANK OF CANADA

## BANK OF CANADA

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BANK OF CANADA  
234 WELLINGTON STREET  
ADVISOR AND SECRETARY  
OTTAWA, ONTARIO  
K1A 0G9



The Bank of Canada is also responsible for the note issue. The issue of coin is handled by the Royal Canadian Mint.

## Background

The Bank of Canada is the nation's central bank, incorporated in 1934 under the *Bank of Canada Act* to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

## Overall Responsibilities

The *Bank of Canada Act* does not specify the methods the Bank should use to carry out these goals. But the Act does confer certain powers which, together with provisions in other legislation, enable the Bank to exercise a broad controlling influence over the growth of money and credit in Canada and thereby affect levels of spending and economic activity. This influence stems primarily from the Bank's ability to determine the total amount of cash reserves available to the Canadian banking system and thus, in effect, to regulate the system's growth over time.

The principal means used by the Bank of Canada to alter the level of cash reserves (or to offset undesired effects on the level of reserves resulting from other factors) involve transfers to government deposit balances from the chartered banks to the central Bank and vice versa, and changes in its holdings of foreign currency assets.

Although cash management, including purchases and sales of government securities, is the primary policy instrument used to influence credit conditions, the Bank has a number of other supplementary methods it may use. The Bank of Canada has the power to require the nation's chartered banks to maintain secondary cash reserves, treasury bills and day-to-day loans to money market dealers in addition to its regular cash reserves. It may also vary, within prescribed limits, the ratio of secondary reserves the banks are required to hold.

The Bank is authorized to make short-term advances to chartered banks on the pledge of certain securities and can change the bank rate, the minimum rate at which it is prepared to make advances. Such advances are relatively infrequent, but changes in the bank rate affect the current level of interest rates and also serve as an indication of the Bank's stance on monetary policy. The Bank also acts as lender of last resort to money market dealers. When these dealers are unable to find necessary financing elsewhere, they can arrange to sell securities to the Bank of Canada with an agreement to repurchase them. The minimum and maximum rates of interest applicable to such purchase and resale agreements vary with the bank rate.

The Bank acts as fiscal agent for the government, and is thus directly concerned with the management of the public debt. It advises the government on the method of financing to be used in raising money and on the terms of new issues. This includes making arrangements for the sales of new securities, the redemption or conversion of maturing issues, the payment of interest on outstanding securities and the maintenance of records.

The Bank acts as agent and advisor in the management of the country's foreign exchange reserves, which are held largely in the exchange fund account in the name of the Minister of Finance. In addition, the Bank of Canada maintains foreign currency accounts at other central banks and operates accounts for foreign central banks and international institutions. Official intervention in the exchange market is carried out by the Bank on behalf of the Minister of Finance through purchases from the market and sales into the market of U.S. dollars from the exchange fund account.

## Bank of Canada Management and Relations with Government

In carrying out its responsibility for monetary policy the Bank maintains close links with the government. The presence of the deputy minister of Finance on the board of directors provides one channel of communication between the Bank and the Minister of Finance. In addition, the *Bank of Canada Act* requires the Minister of Finance and the Governor to consult regularly on monetary policy and on the Bank's relation to general economic policy. Section 14 of the Act provides a mechanism for resolving serious differences in point of view on the appropriate policy to be followed. Under this section, the Minister of Finance, with the approval of the Governor-in-Council, has the power to issue instructions which the Bank must follow. These instructions have to be in specific terms and for a specified period; they must also be made public. Ultimate responsibility for Canadian monetary policy thus rests with the government, but this in no way diminishes the direct responsibility of the Bank of Canada for formulating and executing monetary policy.

## Organization

Responsibility for the affairs of the Bank rests with a board of directors composed of the Governor, the senior deputy governor and 12 directors appointed by the government for three-year terms. The deputy minister of Finance sits on the board but does not have the right to vote. The board normally meets from seven to nine times a year. Between meetings, an executive committee composed of the Governor, the senior deputy governor, up to four directors and the deputy minister of Finance meets once a week and acts for the board.

The Governor is the chief executive officer of the Bank, and as such is responsible for the direction and control of the Bank's affairs. In the absence of the Governor, the senior deputy governor exercises all the power of the office. In matters of policy and internal administration, the Governor and senior deputy governor are assisted by deputy governors, advisors, associate advisors and chiefs of departments. Each has his or her own area of responsibility and is accountable for that part of the Bank's activities. Major matters are discussed in various committees, the most important of which is the management committee composed of the Governor, senior deputy governor, deputy governors, advisors and the secretary of the bank. The activities of the management committee cover the whole range of the Bank's affairs, and it meets daily in basic or expanded form. Each department chief is responsible to the senior management of the Bank for departmental operation expenditures within the budget approved by the board of directors, and staffing and salaries within the framework of Bank-wide personnel and pay policies. The departments of the Bank fall into two categories: analytical and administrative.

## Analytical Departments

These include the Securities Department, responsible for open market operations and securities market analysis (with representatives in Toronto, Montréal, Vancouver and Edmonton), chartered bank cash management, administration of the Bank's pension fund, and domestic and external debt management operations; the Research Department, which engages in economic analysis and forecasting; the Monetary and Financial Analysis Department, which deals with monetary policy and financial institution forecasting and analysis; and the International Department, which conducts foreign exchange operations (with representatives in Toronto and Montréal) and balance of payments analysis and forecasting.

# BANK OF CANADA

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## Administrative Departments

These consist of the department of Banking Operations (with agencies in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montréal, Saint John and Halifax), which administers currency; the Public Debt department, which administers the domestic debt of Canada; the Secretary's department, which provides public information, central library services, press services, and some corporate services, and manages the Currency Museum and National Currency Collection; the department of Premises Management, which is responsible for management of the Bank's properties, including security matters; and several other departments with self-explanatory titles, including computer services, personnel, the Comptroller, and audit.

## Major Publications

- Governor's Annual Report — tabled each February and available late March
- Bank of Canada Review — financial and economic statistics, plus topical articles by staff and reprints of speeches by senior Bank personnel — published monthly
- Weekly Financial Statistics — released each Thursday

For more information on Bank of Canada publications, please contact

Publications, Secretary's Department  
Bank of Canada  
234 Wellington Street  
Ottawa, Ontario  
K1A 0G9  
Telephone: (613) 563-8224 or 563-8248

## Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator  
Advisor and Secretary  
Bank of Canada  
234 Wellington Street  
Ottawa, Ontario  
K1A 0G9  
Telephone: (613) 563-8537

## Securities Department

This department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through adjustments in excess chartered bank cash reserves or through open market operations and to issue Government of Canada securities — treasury bills, marketable bonds and Canada Savings Bonds — both domestically and abroad.

Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study financial relationships relevant to securities markets. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

## Research Department

The department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and the United States and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are, or could be, employed in an attempt to regulate it.

## Department of Monetary and Financial Analysis

The department is responsible for monitoring and analyzing the behaviour of the chartered banks, other financial institutions and capital markets in response to monetary policy and other forces at work in the financial system.

### EDP Systems

- CAPMART
- CORPSTAT
- FINFLO

## International Department

This department's principal responsibilities include the conduct of foreign exchange operations as fiscal agent for the government and the Bank, and analyses of current and prospective developments in exchange markets, the Canadian balance of payments, economic activity overseas and the international payments system.

### Manuals

- Statistics Canada — Bank of Canada Commodity Trade Concordance

## Department of Banking Operations

The overall responsibility of the department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and all other financial organizations. Its responsibilities include the security and administration of valuables such as gold, securities and currency. The department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include the clearing of government obligations and receiving deposits for the account of the Government of Canada.

### Manuals

- Agency Procedures Manual
- Interim Procedures Circulars

## Public Debt Department

This department is responsible for the administration of direct and certain guaranteed debt issues of the Government of Canada. Its functions include the obtaining and distribution of supplies of debt certificates, the maintenance of registers and records for control purposes, the payment of interest and the retirement of the debt.

### Manuals

- Data Processing Clerical Manuals
- Data Examination and Preparation Manuals
- Control of Data and Valuables Manuals
- Sample Letter Catalogue
- Records Retrieval Manual
- External Procedures Manuals
- Statistics Manuals

## Comptroller's Department

This department is responsible for the internal financial functions of the Bank, such as the processing, monitoring and reporting of receipts and payments for management and statutory reporting requirements. These responsibilities involve co-ordination of the annual planning budgeting exercise and subsequent control; processing payments for goods, services, payroll and unclaimed balances; recording



# BANK OF CANADA

transactions for administrative expenditures and market operations; accounting for and reporting the Bank's financial position; and keeping records of items in safekeeping.

## Classes of Records

BOC/SEC-005 *Formerly Identified as:* BC-10

### Capital Markets

*Description:* Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. *Topics:* Capital market coverage; government regulatory bodies.

BOC/SEC-010 *Formerly Identified as:* BC-20

### Money Market Analysis and Primary Distribution

*Description:* Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. *Topics:* Industries and associations; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances. *Retrievability:* Files arranged by subject and company.

BOC/SEC-015 *Formerly Identified as:* BC-30

### Primary Distributors — Jobbers

*Description:* Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers relating to money market activities. *Topics:* Jobbers by name.

BOC/SEC-020 *Formerly Identified as:* BC-40

### Primary Distributors — Dealers

*Description:* Reports on the volumes of transactions in the Canadian securities markets — used to assess the level of activity in Canadian securities markets. *Topics:* Dealers by name. *Retrievability:* Files arranged geographically and by company.

BOC/SEC-025 *Formerly Identified as:* BC-50

### Primary Distributor Statistics

*Description:* Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. *Topics:* Jobbers and dealers by name. *Retrievability:* Files arranged by institution, company and region.

BOC/SEC-030 *Formerly Identified as:* BC-60

### Open Market Operations and Securities Market Analysis

*Description:* Statistical and analytical information relating to financial markets. *Topics:* Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; bond quotations; issues placements; bond prices; yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures; client investment accounts — arrangements with Bank of Canada; client transactions. *Storage Medium:* Microfilm.

BOC/SEC-035 *Formerly Identified as:* BC-70

### Chartered Bank Cash Management

*Description:* Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. *Topics:* Advances; cash reserves; reserve requirements; clearings and payments system; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks;

Bank of Canada balance sheets; direct clearing members of the Canadian Payments Association. *Retrievability:* Files arranged by subject and institution.

BOC/SEC-040 *Formerly Identified as:* BC-80

### Canada Savings Bonds — General

*Description:* Information on the payment of various fees to companies involved in the sale of Canada Savings Bonds; also reports on the monitoring and analysis of the results of the sale of Canada Savings Bonds. *Topics:* Canada Savings Bonds arrangements; commissions; redemptions; studies; surveys; reports; payroll; advertising; campaigns; public relations.

BOC/SEC-045 *Formerly Identified as:* BC-90

### Canada Savings Bonds — Sales and Issuing Agents

*Description:* The administrative arrangements between the Bank of Canada and eligible Canada Savings Bond (CSB) sales agents. *Topics:* Sales agents; issuing agents; trust companies; trust companies — non-listed; CSB sales agents other than trusts; issuing agents other than trusts and banks. *Retrievability:* Files arranged by company.

BOC/SEC-050 *Formerly Identified as:* BC-100

### Domestic Financing — General

*Description:* The release of general information outlining the terms and conditions of Government of Canada new loan issues. *Topics:* New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements.

BOC/SEC-055 *Formerly Identified as:* BC-110

### Domestic Financing — Matured Government of Canada Loans and Canada Savings Bonds

*Description:* Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. *Topics:* Loans by name or maturity. *Storage Medium:* Microfilm.

BOC/SEC-060 *Formerly Identified as:* BC-120

### Government of Canada — Foreign Financing

*Description:* Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. *Topics:* Government of Canada foreign loans issued; standby credit facilities; foreign underwriters. *Retrievability:* Files arranged by loan and issue date and by company.

BOC/SEC-065 *Formerly Identified as:* BC-130

### Government of Canada Cash Projections and Debt Management Planning

*Description:* Information on the preparation of the Bank of Canada's projection of the Government of Canada's cash balances and the monitoring and analysis of government spending patterns. *Topics:* Federal budget and estimates; Bank of Canada projections; government cash reports; other projection reports; public accounts projections — budgetary and non-budgetary; provincial and municipal reports. *Retrievability:* Files arranged by subject, geography, institution and government department or agency.

BOC/SEC-070 *Formerly Identified as:* BC-140

### Special Studies and Analysis

*Description:* Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. *Topics:* Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; Canada Savings Bond analyses and surveys; studies on inflation; purchase and resale agreement studies; marketing government debt.



# BANK OF CANADA

BOC/RES-075 *Formerly Identified as:* BC-190

## **General Economics and Economic Policy**

*Description:* Information on economic history, methodology, comparative economic systems and Canadian macroeconomic policy (fiscal, monetary, wage and price controls). *Topics:* Methodology; history; systems; the public sector. *Storage Medium:* EDP systems.

BOC/RES-080 *Formerly Identified as:* BC-200

## **Economic Projections and Economic Models**

*Description:* Information on the structure and use of Bank of Canada econometric models; also economic projections for the Canadian and U.S. economies. *Topics:* Models and model development; economic projections — Canada, U. S. and others. *Storage Medium:* EDP systems.

BOC/RES-085 *Formerly Identified as:* BC-210

## **General Outlook and Current Analysis**

*Description:* Information on current and prospective developments in particular sectors (disaggregated according to National Income Accounts conventions) of the Canadian and U.S. economies. *Topics:* Canada — demand sectors, supply sectors, economic cycles; U.S. — demand sectors, supply sectors, economic cycles. *Storage Medium:* EDP systems.

BOC/RES-090 *Formerly Identified as:* BC-220

## **Quantitative Economic Methods and Data**

*Description:* Information on quantitative methods of economic analysis and the construction of economic data (National Income Accounts, financial accounts, national balance sheets). *Topics:* Statistical methods; methods of construction and analysis; time series analysis; national income accounting; financial accounts; national wealth balance sheets; employment and income. *Storage Medium:* EDP systems.

BOC/RES-095 *Formerly Identified as:* BC-230

## **International, Industrial and Regional Analysis**

*Description:* Information on the effect of international developments on the Canadian economy as well as sectoral analyses (industrial and regional) of domestic economic developments. *Topics:* International trade theory and policy; balance of payments; adjustment mechanisms; industrial studies and analysis; regional studies and analysis. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by subject, region and industry.

BOC/MFA-100 *Formerly Identified as:* BC-280

## **Monetary Policy**

*Description:* Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. *Topics:* Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy.

BOC/MFA-105 *Formerly Identified as:* BC-290

## **Chartered Bank Analysis**

*Description:* Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. *Topics:* Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates; financial data supplied by chartered banks. *Storage Medium:* EDP systems.

BOC/MFA-110 *Formerly Identified as:* BC-300

## **Non-bank Financial Intermediaries**

*Description:* Balance-sheet data and analyses of the non-bank financial institutions. *Topics:* Trust and mortgage loan companies; credit unions and caisses populaires; sales finance and consumer loan

companies; affiliates of foreign banks; life insurance companies; Québec Savings Bank; provincial savings offices.

BOC/MFA-115 *Formerly Identified as:* BC-310

## **Non-financial Private Sector**

*Description:* Information on financial transactions of the non-financial private sectors of the economy (households, non-financial businesses) and their relationship to savings and investment. *Topics:* Persons and unincorporated business; financial assets and liabilities; foreign and international institutions; non-financial corporations. *Retrievability:* Files arranged by sector.

BOC/MFA-120 *Formerly Identified as:* BC-320

## **Mortgage Market**

*Description:* Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. *Topics:* Private institutional lenders; government lenders; new housing; existing housing.

BOC/MFA-125 *Formerly Identified as:* BC-330

## **Consumer Credit Markets**

*Description:* Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. *Topics:* Consumer credit data; Statistics Canada data.

BOC/MFA-130 *Formerly Identified as:* BC-340

## **Interest Rates**

*Description:* Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure, of real interest rates, and of the relationship between interest rates and inflation. *Topics:* Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates.

BOC/MFA-135 *Formerly Identified as:* BC-350

## **Financial Flows and Forecasting**

*Description:* Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the Bank of Canada Review. *Topics:* Financial flows matrix; credit market summary tables; sectoral analysis; financial markets projections. *Retrievability:* Files arranged by subject, sector and financial instrument.

BOC/MFA-140 *Formerly Identified as:* BC-360

## **Econometric Analysis and Background Studies**

*Description:* Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. *Topics:* Econometric analysis of the monetary system; econometric models of markets; econometric models and financial-real linkage; technical support studies and special projects. *Storage Medium:* EDP systems.

BOC/MFA-145 *Formerly Identified as:* BC-370

## **Financial Developments in the United States**

*Description:* Information on American monetary policy and recent and projected financial developments in the U.S. *Topics:* United States — monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data.

BOC/MFA-150 *Formerly Identified as:* BC-380

## **Surveys, Reports and Returns**

*Description:* Information on the collection of financial data required for the monitoring and analysis of financial developments. *Topics:* Reports and returns — trust companies, mortgage loan companies,

# BANK OF CANADA

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sales finance and consumer loan companies, affiliates of foreign banks; credit unions; monthly survey of short-term paper; survey of outstanding treasury bills. *Retrievability:* Files arranged by company or organization.

BOC/MFA-155 *Formerly Identified as:* BC-390

## **Canadian Institutions and Financial Section Automation**

*Description:* Information on the payment systems of major Canadian institutions. *Topics:* Chartered banks and savings banks; trust and mortgage loan companies; credit unions and caisses populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers. *Retrievability:* Files arranged by company.

BOC/MFA-160 *Formerly Identified as:* BC-400

## **Domestic Payment System**

*Description:* Information on planning in the Canadian payments system as it evolves towards more electronic methods. *Topics:* Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association.

BOC/MFA-165 *Formerly Identified as:* BC-410

## **International Payments System**

*Description:* Information on international payments system automation research and planning. *Topics:* Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) — automation standards; Society for World-Wide Inter-bank Financial Telecommunications (SWIFT).

BOC/MFA-170 *Formerly Identified as:* BC-420

## **Role of Banks in Providing Computer Services**

*Description:* Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. *Topics:* Task forces and committees; computer services offered by financial institutions; computer services bureaus.

BOC/INT-175 *Formerly Identified as:* BC-470

## **Official International Reserves**

*Description:* Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. *Topics:* Definitions and historical data; reports and statements on reserve status.

BOC/INT-180 *Formerly Identified as:* BC-480

## **Exchange Fund Account**

*Description:* Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. *Topics:* Legislation, transactions and procedures; portfolio management; Exchange Fund Account reports; official exchange market operations.

BOC/INT-185 *Formerly Identified as:* BC-490

## **Foreign Exchange Transactions**

*Description:* Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks. *Topics:* Transactions and procedures; portfolio management; signing authorities; Bank of Canada foreign accounts.

BOC/INT-190 *Formerly Identified as:* BC-500

## **Foreign Exchange Market**

*Description:* Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. *Topics:* Legislation; settlement procedures; reports and reviews of exchange market developments; exchange rates; exchange rates and restrictions

— other countries; currency futures market. *Retrievability:* Files arranged by institution.

BOC/INT-195 *Formerly Identified as:* BC-510

## **Intervention**

*Description:* Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. *Topics:* Intervention studies. *Retrievability:* Files arranged by subject and by country.

BOC/INT-200 *Formerly Identified as:* BC-520

## **Contacts**

*Description:* Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. *Topics:* Legislation and bank reporting; Canadian Bankers' Association; other brokerage services; Canadian chartered banks; central banks and monetary authorities; arrangements among central banks; foreign commercial banks; federal and provincial agencies and Crown corporations; non-bank financial institutions; non-financial institutions.

BOC/INT-205 *Formerly Identified as:* BC-530

## **Gold, Silver and Other Commodities**

*Description:* Information on gold, silver and commodity market practices — statistics, legislation and official gold transactions. *Topics:* Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil.

BOC/INT-210 *Formerly Identified as:* BC-540

## **International Developments**

*Description:* Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements.

BOC/INT-215 *Formerly Identified as:* BC-550

## **Federal Organizations and Interdepartmental Committees**

*Description:* Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. *Topics:* Export Development Corporation (EDC); Canadian International Development Agency (CIDA); interdepartmental committee on commercial policy; interdepartmental committees on economic relations with developing countries; assistant deputy ministers' committees on economic relations.

BOC/INT-220 *Formerly Identified as:* BC-560

## **Developments in Foreign Countries**

*Description:* Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. *Topics:* Projections by international organizations and the Bank of Canada; developments in various countries — Reuters News Service; Bank for International Settlements press reviews. *Retrievability:* Files arranged by subject and country.

BOC/INT-225 *Formerly Identified as:* BC-570

## **International Organizations**

*Description:* Information on the activities of various international or regional economic organizations, in particular those aspects that relate to world economic or financial issues of interest to the Bank. *Topics:* Asian Development Bank; North-South Institute; International Bank for Reconstruction and Development (IBRD);



## BANK OF CANADA

European Economic Community (EEC); Commonwealth Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meeting — Group of Ten; Organization for Economic Co-operation and Development (OECD).

BOC/INT-230 *Formerly Identified as:* BC-580

### **International Monetary Fund**

*Description:* Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. *Topics:* IMF General Account — drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; amendments to articles of agreement; other lending facilities; annual meetings.

BOC/INT-235 *Formerly Identified as:* BC-590

### **Bank for International Settlements**

*Description:* Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. *Topics:* Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Eurocurrency statistics. *Retrievability:* Files arranged by subject, committee and country.

BOC/INT-240 *Formerly Identified as:* BC-600

### **Balance of Payments — Policies**

*Description:* Statements and studies of government policies relating to the balance of payments. *Topics:* Policies — merchandise trade, services and transfers, long-term capital flows, short-term capital flows.

BOC/INT-245 *Formerly Identified as:* BC-610

### **Balance of Payments — Summaries**

*Description:* Statistical documentation and information on concepts and econometric methods used in the analysis and projections of the balance of payments. *Topics:* Correspondence; statistical information and publications; EDP data management; measurement concepts; briefing notes and projections; projection methodology and documentation; analytical memoranda.

BOC/INT-250 *Formerly Identified as:* BC-620

### **Balance of Payments — Current Account**

*Description:* Statistical information, reports and studies used to monitor and analyze the current account of the balance of payments. *Topics:* Merchandise trade account; merchandise exports — total, by commodity; merchandise imports — total, by end-use; current account — services, transfers.

BOC/INT-255 *Formerly Identified as:* BC-630

### **Balance of Payments — Capital Account**

*Description:* Statistical information, reports and studies used to monitor and analyze the capital account of the balance of payments. *Topics:* Statistics, reports and commentaries; long-term capital; short-term capital flows through the chartered banks; short-term capital flows through non-bank channels; international indebtedness position.

BOC/INT-260 *Formerly Identified as:* BC-640

### **Exchange Rates and Exchange Market Analysis**

*Description:* Studies on movements in the exchange value of the Canadian dollar and other currencies. *Topics:* Exchange rates and exchange market analysis; econometric models of the exchange rate.

BOC/INT-265 *Formerly Identified as:* BC-650

### **Balance of Payments by Geographical Area**

*Description:* Statistical reports and other information used in monitoring and analyzing the balance of payments transactions by geographical area. *Topics:* Canada and the U.S.; reconciliation of

Canada-U.S. balance of payments statistics. *Retrievability:* Files arranged by subject and country.

BOC/DBO-270 *Formerly Identified as:* BC-700

### **Government Banking and Fiscal Services**

*Description:* Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. *Topics:* Bank of Canada Act fees; Canadian Bankers' Association; government clearings and deposits; Canadian Payments Association; transportation of government items; Interbank International Payments System; safekeeping of valuables; Revolving Standby Credit Facility; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; signing authorization; Bank of Canada notes — pricing and ordering, release, circulation, transportation, redemption and disposal, commemorative coins and medals.

BOC/DBO-275 *Formerly Identified as:* BC-710

### **Client Accounts**

*Description:* Information on the maintenance of client accounts and related transactions. *Topics:* Accounts related to the Government of Canada; chartered banks and non-banks; central banks and international financial institutions.

BOC/DBO-280 *Formerly Identified as:* BC-720

### **Loans of or Guaranteed by the Government of Canada**

*Description:* Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. *Topics:* Transfers and exchanges; transfer and guarantee of signatures on securities — resolutions; treasury bills; Canadian National Railways bond issues; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans; Canada Savings Bonds; interest payments and commission due on foreign borrowings.

BOC/DBO-285 *Formerly Identified as:* BC-730

### **Bank Note Research**

*Description:* Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. *Topics:* Special studies and models; bank note design; security; bank note production — orders and inventory; distribution; automation; circulation studies; destruction of bank notes.

BOC/DBO-290 *Formerly Identified as:* BC-740

### **Government Banking and Agency Operations**

*Description:* Information on field operations of banking services to other central banks and fiscal agent services provided to the Government of Canada. *Topics:* See entries BOC/DBD-270, BOC/DBD-275 and BOC/DBD-280 above. *Storage Medium:* Microfilm.

BOC/DBO-295 *Formerly Identified as:* BC-750

### **Government of Canada Clearings and Redemptions**

*Description:* Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. *Topics:* Balance and recapitulations; government deposits; settlement inquiries; deposit letters; instructions to agencies; agents' daily summaries.

BOC/DBO-300 *Formerly Identified as:* BC-760

### **Bank of Canada Notes, Government Securities and Gold**

*Description:* Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. *Topics:* Accounting procedures; circulation; transportation; inventory; redemption and disposal of Bank of Canada notes; coins and medallions; treasury bills; Canadian



## BANK OF CANADA

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National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts and transactions.

BOC/PDD-305 *Formerly Identified as:* BC-810

### **Issue of Government of Canada Loans and Securities**

*Description:* Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. *Topics:* Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canadian National Railway bonds; International Bank for Reconstruction and Development (IBRD) bonds; foreign loans.

BOC/PDD-310 *Formerly Identified as:* BC-820

### **Production of Bonds**

*Description:* Information on all phases necessary to obtain adequate supplies of securities and their distribution to the appropriate locations. *Topics:* Bond design; bonds ordered and distributed; contracts with suppliers.

BOC/PDD-315 *Formerly Identified as:* BC-830

### **Maintenance of Debt Registers**

*Description:* Information on bond owner and individual security registers and their periodic updating. *Topics:* Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed bonds; bond registrations; bond processing; guarantee of signatures. *Storage Medium:* Microfilm.

BOC/PDD-320 *Formerly Identified as:* BC-840

### **Payment of Interest**

*Description:* Information on the various means and processes by which the contractual obligation to pay interest is discharged. *Topics:* Direct deposit; cheques; coupons; cash bonuses; withholding tax; interest notices; interest cheque production.

BOC/PDD-325 *Formerly Identified as:* BC-850

### **Retirement of Debt**

*Description:* Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued.

*Topics:* Canada Savings Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; Canadian National Railways bonds; International Bank for Reconstruction and Development (World Bank) bonds; redemptions of foreign loans.

BOC/PDD-330 *Formerly Identified as:* BC-860

### **Accounting for the Public Debt**

*Description:* Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. *Topics:* Accounting records and controls; financial reports.

BOC/PDD-335 *Formerly Identified as:* BC-870

### **Administrative Arrangements with Financial Institutions**

*Description:* Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. *Topics:* Issue of Government of Canada loans and securities; maintenance of debt registers; payment of interest; retirement of debt.

BOC/COM-340 *Formerly Identified as:* BC-920

### **General Accounting Records**

*Description:* Information on various accounts and accounting as prescribed by the *Bank of Canada Act*. *Topics:* Accounts recoverable; Bank of Canada balance sheets; orders — deliveries of Bank of Canada notes; confirmation of balances and statements of gold and securities held in safekeeping for the Bank of Canada; accounting ledgers; trial balances; balance sheets and investment accounting.

BOC/COM-345 *Formerly Identified as:* BC-930

### **Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada**

*Description:* Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. *Topics:* Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions. *Retrievability:* Files are arranged by organization.

# **CANADA COUNCIL**

## **Chapter 7**

# CANADA COUNCIL

## CANADA COUNCIL (CAC)

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ACCESS TO INFORMATION  
COORDINATOR  
CANADA COUNCIL  
255 ALBERT STREET  
P.O. BOX 1047  
OTTAWA, ONTARIO  
K1P 5V8



## Background

The Canada Council was created by Parliament in 1957 (*Canada Council Act*, 1957, RSC 1970 C.2, as amended). Its mandate, according to Section 8(1) of the Act, is to foster and promote the study, enjoyment and production of works in the arts. In particular, but without limiting the generality of the foregoing, the Council may, in furtherance of its objectives:

- assist, co-operate with and enlist the aid of organizations, the objects of which are similar to any of the objectives of the Council;
- provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere, or to persons in other countries for study or research in the arts in Canada;
- make awards to persons in Canada for outstanding accomplishment in the arts;
- arrange for and sponsor exhibitions, performances and publications of works in the arts;
- exchange with other countries, or organizations or persons there, knowledge and information on the arts; and
- arrange for representation and interpretation of Canadian arts in other countries.

The arts are defined in Section 2 as “architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts and other similar creative and interpretive activities.” The Council’s concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

## Overall Responsibilities

The general policy objective of the Canada Council is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines. The principles of advertised competition and peer evaluation are integral to the decision-making process of the Council.

## Canadian Commission for UNESCO

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) under Section 8(2) of the Act, Order-in-Council PC 1957-831, and in conformity with the constitution of UNESCO.

## Major Publications

The Canada Council publishes a quarterly news bulletin, a press review, a film catalogue and occasional documentary and research papers.

## Manuals

- Minutes of the Canada Council — contains all decisions of the Council
- Canada Council Policies and Procedures — contains administrative and financial guidelines
- Chart of Financial Accounts — coding of all accounts pertinent to the Council’s financial management information system; includes account name, code, responsibility centre, etc
- Canada Council Policies — narrative program description

including general, historical, legislative and specific program information as well as description of the awarding system

- Financial and Budget Control Computer Reports — includes budget variance reports, general ledger, master vendor (grant and trial balance reports, issued monthly)
- Assessor’s Book — contains names of assessors and jurors chosen from among the best professionals in the disciplines and activities concerned; reviewed and approved by the advisory arts panel members

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Canada Council  
255 Albert Street  
P.O. Box 1047  
Ottawa, Ontario  
K1P 5V8  
Telephone: (613) 237-3400

## Arts Division

This division is responsible for assessing and recommending applications for support to individual artists and arts organizations. It currently consists of nine sections including the Awards Service, Dance, Explorations, Media Arts, Music, Theatre, Touring Office, Visual Arts (including the Art Bank) and Writing and Publication.

## Arts Awards Service

This service is responsible for support to individual professional artists for creative activity or skill improvement in architecture, arts administration, arts criticism, creative writing, dance, film, multidisciplinary work and performance art, music, photography, theatre, video, and the visual arts. Its programs include arts grants “A” and “B”, short-term grants, project cost grants, travel grants, grants for international representation and visiting artist grants.

## Dance Section

This section is responsible for support to professional Canadian dance companies, organizations and associations in ballet, modern and experimental dance. Its programs include grants to dance companies; grants for choreographic workshops; grants to independent choreographers; grants to dance schools; grants to service organizations; aid to dance spaces; grants to presenters of independent dancers and choreographers; and the communications fund.

## Explorations Program

This program is responsible for grants given to investigate new forms of cultural expression and participation. Grants are provided to individuals or organizations for innovative projects, within or outside traditional arts disciplines, which contribute towards an understanding of Canada’s cultural past or the development of its cultural future.

## Media Arts Section

This section provides support for the direct, creative use of conventional and new technologies and related media by independent, professional artists. It administers three major programs: film and holography; video and audio; and integrated media (computer processing, imaging — audio and video — or system control, videotex and teletext, laser techniques, video/disc and optical storage media). Its programs include production grants, aid to organizations, special projects, grants for workshops, communications funds, videotape fund and equipment loan, and the Canada Council Film Collection.

## Music Section

This section is responsible for support to Canadian music companies, organizations and associations. Its programs include grants to orchestras; grants to opera companies; grants to other music groups and organizations; grants to amateur choirs; commissioning of Canadian composers; orchestra managers' training program; aid to recording of Canadian performers and composers; and the communications fund.

## Theatre Section

This section is responsible for support to professional theatre companies, organizations and associations. Its programs include grants to theatre companies, the playwrights-in-residence program and the communications fund.

## Touring Office

The office supports touring by Canadian performing artists, the development of management for Canadian tours and artists and tour co-ordination and promotion. Its programs include touring grants; apprenticeship program; Concerts Canada program; festivals program; performing arts venture capital fund; and the communications fund.

## Visual Arts Section

This section is responsible for support to visual arts institutions and associations. Its programs include aid to artist-run spaces; aid to public arts galleries; aid to print workshops; the visiting artist program; and artists studios in New York.

## Art Bank

Within the Visual Arts Section, the Canada Council Art Bank purchases works of contemporary Canadian art and rents them to federal government departments and agencies as well as other public institutions and non-profit organizations. The Art Bank also organizes exhibitions of its collection and occasionally lends works for exhibitions by other institutions.

## Writing and Publication Section

This section is responsible for support to publishing companies, organizations and associations, and for certain programs of support to writers. Its programs include block grants; project grants; translation grants; aid to periodicals; book purchase donation program; promotion and distribution of Canadian books and periodicals; promotion tours by authors; public readings program; National Book Festival; writers-in-residence program; literary prizes and awards; international writers' exchange program; and grants to national associations of writers, book publishers and periodical publishers.

## Classes of Records

**CAC/ART-005** Formerly Identified as: CC-10  
**Awards and Prizes**

*Description:* Correspondence and case files on the various awards and prize programs operated by the Canada Council. *Topics:* Molson Prizes; Canada Council Medal; Governor General's Awards; Massey Awards; Canadian Broadcasting Corporation and Canada Council Awards for Young Composers; Peter Dwyer Scholarships; Canada Council Translation Prizes; Canadian Broadcasting Corporation and Canada Council Awards for Choirs; Order of Canada; Canada Council Children's Literature Prizes; Canada-French Community of Belgium Literary Prize; Canada-Australia Literary Prize; Jules Léger Prize for New Chamber Music; Victor Martyn Lynch-Staunton Awards; Welsh-Canadian Writers' Exchange; Canada-Scotland

Writers-in-Residence; Canada-Switzerland Literary Prize; Healey Willan Prize for Amateur Choirs; Jacqueline Lemieux Prize; Sylvia Gelber Foundation Awards; the McLuhan Teleglobe Canada Award; Virginia P. Moore Award; Jean-Marie Beaudet Award; Glenn Gould Prize; Canada-Italy Literary Exchange; the Isaak Walton Killam Research Fellowship; and J.B.C. Watkins Awards.

**CAC/ART-010** Formerly Identified as: CC-20  
**Cultural Exchanges**

*Description:* Correspondence and case files on the Canada Council program of cultural exchanges. *Topics:* Program policy; U.S.S.R. cultural exchanges; Czechoslovakia cultural exchanges; cultural exchange conferences with U.S.A.; consultative committee on cultural exchanges program; Canadian Academic Centre in Italy; Interdepartmental Visits Panel; Australia; Austria; Queen's Fellowships; China Cultural Exchanges; Canadian-Mediterranean Institute; Federal Republic of Germany cultural exchange; Canada-France scientific exchange program: *Cité internationale des Arts*; Canadian Cultural Institute in Rome; Institute of Art and Urban Resources, New York.

**CAC/ART-015** Formerly Identified as: CC-30  
**Arts Division — General File**

*Description:* Correspondence and other information on the Arts Division, but not unique to a specific discipline or section. *Topics:* Policy; arts management and administration courses; appeal procedures; boards of arts organizations new performing arts policy; Olympics 1976; patronage; Festival Canada; limitation of the number of grants to individuals; 1988 Olympic Games; Expo 86; Twenty Plus Five (Green Paper); "Big 12" performing arts organizations; multimedia program; joint financing for the arts with business; television consultant services; conferences, meetings, seminars.

**CAC/ART-020** Formerly Identified as: CC-40  
**Special Program of Cultural Initiatives**

*Description:* Correspondence, policy information and other information on the Department of Communications' special program of cultural initiatives and the Canada Council's role as adviser to the Department of Communications for that program.

**CAC/AAS-025** Formerly Identified as: CC-50  
**Enquiries and Correspondence**

*Description:* General enquiries on eligibility for grants under programs administered by the Arts Awards Service; also general correspondence. *Retrievability:* Files arranged by enquirer.

**CAC/AAS-030** Formerly Identified as: CC-60  
**Arts Grants "A" and "B"**

*Description:* Correspondence, policy and information on the above grants, not related to the actual applications.

**CAC/AAS-035** Formerly Identified as: CC-70  
**Short-term, Travel and Project Cost Grants**

*Description:* Correspondence, policy and information on the above grants, not related to the actual applications.

**CAC/AAS-040** Formerly Identified as: CC-80  
**Juries and Assessors**

*Description:* Correspondence and other information on the Canada Council system of peer evaluation which uses juries and assessors. *Topics:* Policy architecture; dance; film and photography; music; theatre; visual arts; writing; list of assessors. *Retrievability:* Files arranged by discipline.



# CANADA COUNCIL

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CAC/AAS-045 *Formerly Identified as:* CC-90

**Grants for Representation in International Program Establishment (GRIPE)**

*Description:* Policy file on the establishment and development of what is now known as the Grants for International Representation Program.

CAC/AAS-050 *Formerly Identified as:* CC-100

**Arts Awards Case Files**

*Description:* Case files for all grant and service programs administered by the Arts Awards Service with the exception of certain awards and prizes (see CAC/ART-005) and cultural exchanges (see CAC/ART-010). *Topics:* Arts grants "A" and "B"; short-term grants; project cost grants; travel grants; grants for international representation (GRIPE); visiting artists. *Storage medium:* Computer. *Retrievability:* Files arranged by applicant.

CAC/DAS-055 *Formerly Identified as:* CC-110

**Dance Programs**

*Description:* Correspondence and information, not related to the actual applications, on the grant and service programs of the Dance Section; also communications fund case files. *Topics:* Policy; dancers' salary fund; grants for training in dance administration; support to presenters of independent dancers and choreographers; guest teachers program; Guldenkian National Choreographic Summer School; communications fund.

CAC/DAS-060 *Formerly Identified as:* CC-120

**Dance Case Files**

*Description:* Case files for all grant and service programs of the Dance Section with the exception of the communications fund. *Topics:* Operating grants — large companies; operating grants — small companies; services; training creation and diffusion; other grants. *Retrievability:* Files arranged by applicant.

CAC/EXP-065 *Formerly Identified as:* CC-130

**Correspondence**

*Description:* General correspondence on the activities of the Explorations Program. *Topics:* Routine correspondence — ineligible project proposals, requests for information, requests for application forms.

CAC/EXP-070 *Formerly Identified as:* CC-140

**Explorations Case Files**

*Description:* Applications to the Explorations Program. *Topics:* Exploration grants — scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video, and audio experiments, community-based cultural animation projects and local and regional histories. *Retrievability:* Files arranged by applicant.

CAC/MAS-075 *Formerly Identified as:* CC-150

**Film Programs**

*Description:* Correspondence and information on the film programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; film advisory committee; Canadian film internship program; Canadian independent short film showcase; communications fund; film collection. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-080 *Formerly Identified as:* CC-160

**Video Programs**

*Description:* Correspondence and information on the video programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; colour studio access for artists project; video tape and equipment fund; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-085 *Formerly Identified as:* CC-170

**Film Case Files**

*Description:* Case files for all film program grants and services of the media arts section with the exception of the communications fund. *Topics:* Film program — production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MAS-090 *Formerly Identified as:* CC-180

**Video Case Files**

*Description:* Case files for all video programs and services of the Media Arts Section with the exception of the communications fund. *Topics:* Video programs — individual grants, groups, tape and equipment fund, production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MUS-095 *Formerly Identified as:* CC-190

**Music Programs**

*Description:* Correspondence and information which is not related to the actual applications on the grant and service programs of the Music Section; also case files for the communications fund. *Topics:* Policy; auditions — *Ecole d'art lyrique de Paris*, managerial training program for symphony organizations; choral organizations; national concert bureau; contemporary music festivals; National Music School; aid to Parallel Galleries program; New Brunswick and symphony concerts; Canada's orchestras and the Canada Council; Association of Canadian Orchestras — policy program; hiring practices of Canadian composers; Canadian content of orchestras; community musicians program; air transport of musical instruments; instrument bank; *Opéra au Québec*; commissioning of Canadian composers; publication of Canadian music; communications fund — opera; recording of Canadian music; communications fund — orchestras. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MUS-100 *Formerly Identified as:* CC-200

**Music Case Files**

*Description:* Case files for all grant and service programs of the music section, with the exception of the communications fund. *Topics:* Music program; Canadian music program; artists-in-residence program. *Retrievability:* Files arranged by applicant.

CAC/THS-105 *Formerly Identified as:* CC-210

**Theatre Programs**

*Description:* Correspondence and information, not related to actual applications, on the grant and service programs of the Theatre Section; also case files for the communications fund. *Topics:* Policy; playwrighting; theatre for young audiences; National Theatre School; Flying Squad Program; Group of Seven theatres fund; playwrights in residence program; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by application.

CAC/THS-110 *Formerly Identified as:* CC-220

**Theatre Case Files**

*Description:* Case files for all grant and service programs of the Theatre Section with the exception of the communications fund. *Topics:* Performing companies program; service organization program; schools and universities program; Travelling Drama Critics Award; special projects. *Retrievability:* Files arranged by applicant.

CAC/TOO-115 *Formerly Identified as:* CC-230

**Touring Office Programs**

*Description:* Correspondence and information not related to actual applications to the programs of the touring office.

CAC/TOO-120 *Formerly Identified as:* CC-240

**Performing Arts Venture Capital Fund**

*Description:* Correspondence, policy and case files on the performing arts venture capital fund, administered by the Touring Office. *Retrievability:* Files arranged by applicant.



## CANADA COUNCIL

CAC/TOO-125 Formerly Identified as: CC-250

### Artists' Directory

*Description:* Information on booking contacts, organizations, artists and touring activities, technical information, union affiliations and other information required by the Touring Office to produce its service publication, the Artists' Directory. *Topics:* Dance; music; opera and oratorio singers; theatre services; individuals or groups for publication.

CAC/TOO-130 Formerly Identified as: CC-260

### Facilities Directory

*Description:* Technical specifications, stage plans and other information on performing arts facilities required by the Touring Office to produce its service publication, the Facilities Directory. *Retrievability:* Files arranged by province.

CAC/TOO-135 Formerly Identified as: CC-270

### Service Contracts

*Description:* Project files containing correspondence, contracts, project reports and other information on service contracts provided by the Touring Office to individuals, for the provision of tour promotion, publicity and co-ordination services to arts organizations. *Retrievability:* Files arranged by project.

CAC/TOO-140 Formerly Identified as: CC-280

### Touring Office Case Files

*Description:* Case files for all grant programs of the Touring Office with the exception of the performing arts venture capital fund. *Topics:* Touring grants — music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. *Retrievability:* Files arranged by applicant.

CAC/VAS-145 Formerly Identified as: CC-290

### Visual Arts Programs

*Description:* Correspondence and information not related to actual applications on the grant and service programs of the Visual Arts Section; also case files for the visiting artists program and the communications fund. *Topics:* Policy; exhibition at the Akademie der Künste, Berlin 1982; import charges and copyright on works of art; studio space for visual artists; crafts program; special purchase awards, Directors' Choice; Sydney Biennial — Australia; *Représentation de l'art canadien contemporain à l'étranger*; private galleries; communications fund; visiting artists program. *Retrievability:* Files arranged by subject and, for the visiting artists program and the communications fund, by applicant.

CAC/VAS-150 Formerly Identified as: CC-300

### Case Files

*Description:* Case files for all grant and service programs of the Visual Arts Section, with the exception of the visiting artists program and the communications fund. *Topics:* Galleries program; other visual arts programs — grants to print workshops, artists-in-residence, special projects. *Retrievability:* Files arranged by applicant.

CAC/ARB-155 Formerly Identified as: CC-310

### Art Bank Programs and Case Files

*Description:* Correspondence, policy and information on the Art Bank. *Topics:* Advisory selection committee; photography contracts; purchases; insurance; shipping; framing; repairs and restoration; sales of slides; artist's copyright; artist's representatives; large print commission program; Sculpture Park — Ottawa; reproduction slides; Art Bank Gallery; presentations and lectures; art gallery purchases; purchases from artists; rentals to federal government departments; loans to art galleries for exhibitions; rentals to industries and corporations; sales of works; long-term loans to galleries; special purchase assistance; rentals outside the federal mandate; special projects, exhibitions, loans, rentals; Art Bank exhibitions. *Retrievability:* Files arranged by subject for program files and by applicant for case files. All program and case files, except art gallery purchases and purchases from artists, are maintained by the Art Bank. *Special Access Note:* Case files for the purchase program are maintained by the central records management unit.

CAC/WPS-160 Formerly Identified as: CC-320

### Writing and Publications Programs

*Description:* Correspondence and information, not related to actual applications, on the grant and service programs of the Writing and Publication Section, other than literary awards, prizes and cultural exchanges; includes the case files of the book purchase and donation program. *Topics:* Policy; *oeuvres de Robert Elie*; *programme de promotion des prix littéraires*; aid to translation program; criticisms on literary grants; National Book Festival; national translation program; international translation program; public readings program; compensation for library use; book promotion and distribution; book purchase program; literary and arts periodicals; promotion tours for authors. *Retrievability:* Files arranged by subject and, for the book purchase and donation program, by applicant.

CAC/WPS-165 Formerly Identified as: CC-330

### Writing and Publications Case Files

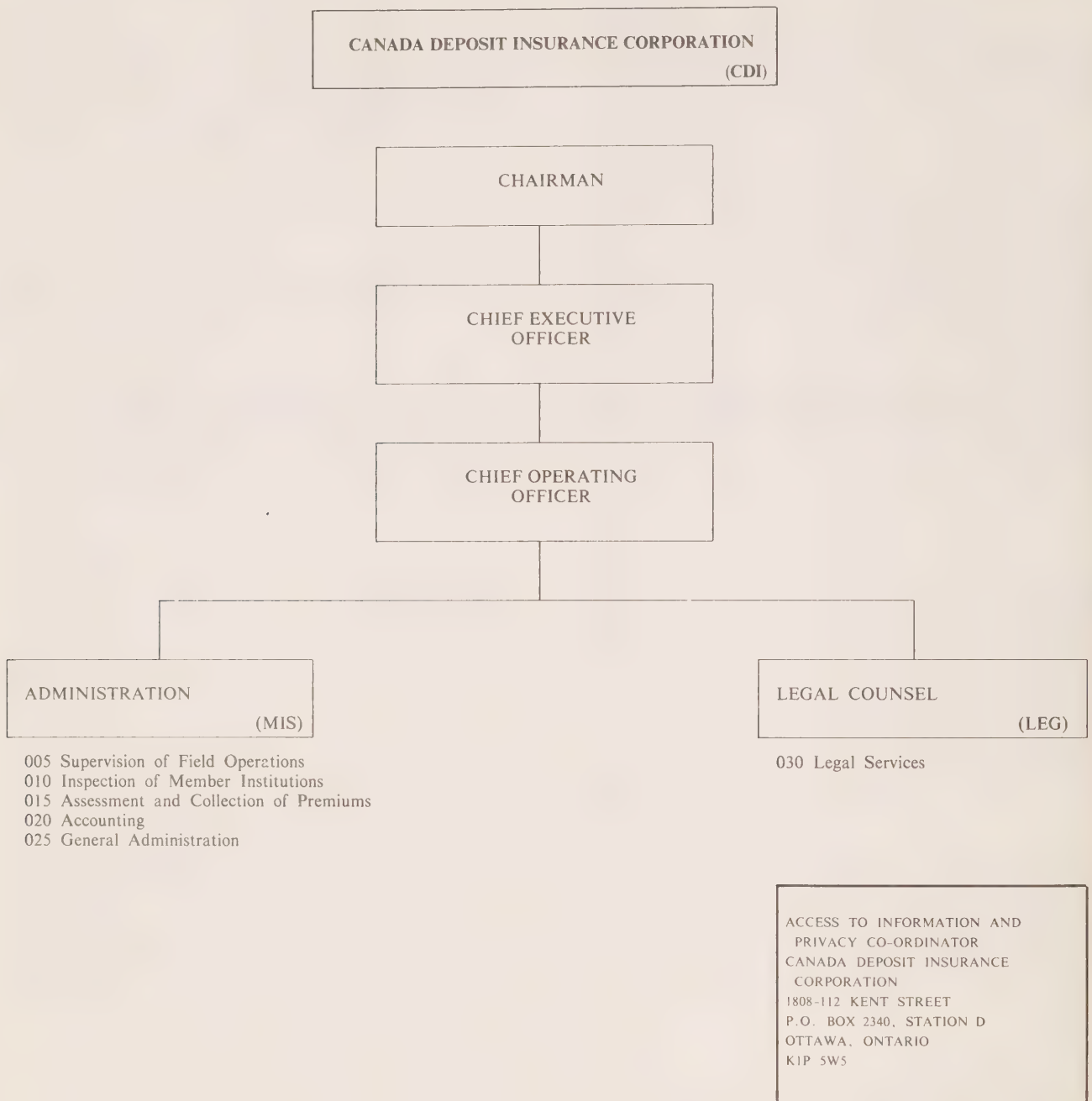
*Description:* Case files for all grant and service programs of the Writing and Publication Section, with the exception of the book purchase and donation program, literary prizes and awards and the literary cultural exchanges. *Topics:* Books program; promotion and distribution program; writer-in-residence program; associations program; conferences and research program; other programs. *Retrievability:* Files arranged by applicant.

# **CANADA DEPOSIT INSURANCE CORPORATION**

## **Chapter 8**

# CANADA DEPOSIT INSURANCE CORPORATION

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# CANADA DEPOSIT INSURANCE CORPORATION

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## Background

The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the *Canada Deposit Insurance Corporation Act* to provide insurance against the loss of deposits for persons having deposits with a member institution of the Corporation, up to a maximum of \$60,000 for any one depositor. Membership in the Corporation is obligatory for chartered banks, a bank to which the *Quebec Savings Bank Act* applies, and federally incorporated loan and trust companies which accept deposits from the public. Provincially incorporated loan and trust companies which accept deposits from the public are eligible to apply for membership if they have the consent of the province of incorporation. The definition of "deposit", set out in a schedule to the Act, may be summarized as: money received by a member institution that is repayable on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or payable in foreign currency are not insured.

## Laws and Regulations

- Office Consolidation — Canada Deposit Insurance Act
- Canada Deposit Insurance Corporation General By-Law

## Organization

The board of directors of the Corporation consists of a Chairman appointed by the Governor-in-Council, and four directors who hold the positions of Governor of the Bank of Canada, deputy minister of Finance, Superintendent of Insurance, and Inspector General of Banks. The board of directors reports to Parliament through the Minister of Finance.

The only personal information maintained by the Corporation is that which relates to its employees.

## Publications

- Annual Report
- Information Brochure
- List of Member Institutions

## Access Procedures

Please address all enquiries to

Access to Information and Privacy Co-ordinator  
Canada Deposit Insurance Corporation  
1808-112 Kent Street  
P.O. Box 2340, Station D  
Ottawa, Ontario  
K1P 5W5  
Telephone: (613) 996-2081

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## Classes of Records

CDI/MIS-005 *Formerly Identified as:* NO REFERENCE  
**Supervision of Field Operations (New)**

*Description:* This division is responsible, on behalf of the Corporation, for the co-ordination of all field operations related to member institutions placed under agency and operating agreements.

CDI/MIS-010 *Formerly Identified as:* NO REFERENCE  
**Inspection of Member Institutions (New)**

*Description:* By authority of the *Canada Deposit Insurance Act*, the CDIC requires that each member institution be inspected annually. Banks are examined by the Inspector General of Banks. Federal trust and loan companies are examined by the Federal Superintendent of Insurance. Provincially incorporated trust and loan companies are inspected either by the Federal Superintendent of Insurance or by the provincial superintendent in the province in which it was incorporated.

CDI/MIS-015 *Formerly Identified as:* NO REFERENCE  
**Assessment and Collection of Premiums (New)**

*Description:* The *Canada Deposit Insurance Act* defines the premium rate structure that member institutions are assessed and must pay to the Corporation. The assessment is based on the insured deposit held by individual member institutions as of April 30th of the preceding premium year.

CDI/MIS-020 *Formerly Identified as:* NO REFERENCE  
**Accounting (New)**

*Description:* This section provides the Corporation with monthly and annual financial statements; administers the pay and benefit section; maintains the investment portfolio; verifies and reconciles the return of insured deposits and premiums due from member institutions.

CDI/MIS-025 *Formerly Identified as:* NO REFERENCE  
**General Administration (New)**

*Description:* This section handles operational planning; the disposition of real estate and real estate-related assets; the general supervision of operations.

CDI/LEG-030 *Formerly Identified as:* NO REFERENCE  
**Legal Services (New)**

*Description:* This section provides the Corporation with legal services requested by the officers.



# **CANADA LABOUR RELATIONS BOARD**

## **Chapter 9**



# CANADA LABOUR RELATIONS BOARD

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## CANADA LABOUR RELATIONS BOARD

(CLR)

## OPERATIONS

(OPS)

- 005 Acquisition and Termination of  
Bargaining Rights
- 010 Complaints of Unfair Labour Practice
- 015 Unlawful Work Stoppage
- 020 Safety of Employees
- 025 Review and Enforcement of Orders
- 030 Collective Bargaining and Collective  
Agreements
- 035 Change of Terms and Conditions of  
Employment

ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADA LABOUR RELATIONS BOARD  
240 SPARKS STREET  
4TH FLOOR, WEST  
OTTAWA, ONTARIO  
K1A 0X8

# CANADA LABOUR RELATIONS BOARD

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## Background

Until the appointment of the present Board, the Canada Labour Relations Board (organized in 1948) was composed of members appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*. This dealt chiefly with applications for certification and decertification of trade unions for employees of industries that came under federal jurisdiction. This Board, which had representation from both management and labour, met when required and officers and staff of the Employee Representation branch of the Department of Labour performed the administrative and operational duties.

The present Canada Labour Relations Board was established in 1972 by the amended Canada Labour Code (R.S.C. 1970, C L-1 as amended by S.C. 1972, c. 18) and became effective March 1, 1973. The Board is designated as a Department within the meaning of the *Financial Administration Act* and reports to Parliament through the Minister of Labour.

Appointments to the Board are by Orders-in-Council, for terms of up to five years for Board members and up to ten years for Chairman and Vice-Chairmen. Section 111(2) of the Canada Labour Code provides for a Chairman, from one to five Vice-Chairmen and from four to eight Board members.

The members of the Board are full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment.

The Board conducts hearings in all provinces and territories in order to be accessible to parties having business before it. A quorum of three members, which includes the Chairman or a Vice-Chairman, has the power to transact business and hand down decisions.

## Laws and Regulations

- Canada Labour Code
- Canada Labour Relations Board Regulations, 1978, SOR 78-499

## Overall Responsibilities

Part V of the Canada Labour Code (Industrial Relations) charges the Board with a two-fold responsibility: to grant, modify and terminate bargaining rights; and to resolve, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers. On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon application, to order employees to return to work in cases of illegal work stoppages and attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part V of the Code.

## Organization

The present Board is made up of the Chairman (who is the Chief Executive Officer), four Vice-Chairmen and eight Board members. The Board has a single program consisting of the administration of certain sections of Parts IV and V of the Canada Labour Code. It is supported in this activity by investigation and mediation staff in five offices in Dartmouth, Montréal, Toronto, Winnipeg and Vancouver, as well as at its headquarters in Ottawa.

Staff in the regions and at headquarters process all applications and complaints which come before the Board, conduct investigations, mediate complaints, attempt to achieve settlements and conduct votes. Headquarters staff also provide support services at hearings and in-camera meetings, maintain a registry of case files, and issue the

decisions of the Board. There is also a division which is responsible for planning and program development.

There are no operational manuals as such; various operational guidelines and directives exist, but these are not assembled in a common manual.

## Major Publications

The Board publication *di* (decisions and information) contains the Board's reasons for decision in full, in both official languages, along with a brief subject index. Decisions in cases for which no formal reasons are issued are also listed briefly. The publication also contains statistical tables on the number and regional distribution of hearings held, and on the number and types of applications received during specified periods.

The Board also publishes an annual report as required by Part V of the Canada Labour Code (Industrial Relations), Section 210. The report contains a summary of the Board's activities for the fiscal year along with statistical tables and a financial statement.

The Board has also published *Your Rights* under the Code, a booklet designed to describe in clear language the rights and obligations of all persons and parties covered by Part V of the Canada Labour Code and to outline the procedures to be followed by persons or parties who have suffered as a result of non-compliance or violation of the Code by some other person or party.

## Key Contacts

The Canada Labour Relations Board's (CLRB) five regional offices establish the Board's presence in all parts of Canada and facilitate the filing of applications and complaints. In addition to investigating applications and mediating complaints the regional offices are available to provide general information and assistance to the public in the regions.

General information may be obtained by telephone, in writing or in person at any of the regional offices and at CLRB headquarters.

### Head Office

C.D. Howe Building  
240 Sparks Street  
4th Floor West  
Ottawa, Ontario  
K1A 0X8  
Telephone: (613) 996-9466  
Telex: 053-4426

### General Enquiries

Telephone: (613) 996-9466

### Library and Public Reading Room

Chief Librarian  
Telephone: (613) 996-9466 ext. 231

### Legal Counsel

Legal Assistant  
Telephone: (613) 996-9466 ext. 224

### Program and Service Assistance

Director, Operational Services and Registrar  
Telephone: (613) 996-9466 ext. 260

# CANADA LABOUR RELATIONS BOARD

## Québec Region

Guy Favreau Complex  
200 Dorchester Boulevard West  
Suite 1202 — East Tower  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-3258  
Telex: 05-25706

## Ontario Region

Toronto Dominion Bank Tower  
Suite 1905  
P.O. Box 190  
Toronto, Ontario  
M5K 1H6  
Telephone: (416) 369-3782

## Western Region

1090 West Pender Street  
12th Floor  
Vancouver, British Columbia  
V6E 2N7  
Telephone: (604) 666-6001  
Telex: 04-5124

## Central Region

One Lakeview Square  
Suite 1040  
155 Carlton Street  
Winnipeg, Manitoba  
R3C 3H8  
Telephone: (204) 949-3145

## Atlantic Region

Queen Square  
14th Floor  
45 Alderney Drive  
Dartmouth, Nova Scotia  
B2Y 2N6  
Telephone: (902) 426-7068

## Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator  
Canada Labour Relations Board  
240 Sparks Street  
4th Floor West  
Ottawa, Ontario  
K1A 0X8  
Telephone: (613) 996-9466

## Classes of Records

CLR/OPS-005 *Formerly Identified as:* CLRB-10

### Acquisition and Termination of Bargaining Rights

*Description:* Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. *Topics:* Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership.

CLR/OPS-010 *Formerly Identified as:* CLRB-20

### Complaints of Unfair Labour Practice

*Description:* Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the Canada Labour Code, Part V (Industrial Relations). *Topics:* Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge.

CLR/OPS-015 *Formerly Identified as:* CLRB-30

### Unlawful Work Stoppage

*Description:* Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. *Topics:* Applications concerning unlawful strikes; applications in cases of unlawful lockout.

CLR/OPS-020 *Formerly Identified as:* CLRB-40

### Safety of Employees

*Description:* Complaints by employees either alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part IV of the Canada Labour Code (Refusal to Work because of Imminent Danger) or requesting the Board to review a safety officer's decision concerning a refusal to work on grounds of imminent danger.

CLR/OPS-025 *Formerly Identified as:* CLRB-50

### Review and Enforcement of Orders

*Description:* Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the board to prosecute an offence under the Canada Labour Code. *Topics:* Application for review; filing of Board order in court; consent to prosecute.

CLR/OPS-030 *Formerly Identified as:* CLRB-60

### Collective Bargaining and Collective Agreements

*Description:* Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for permission to give the employer notice to begin collective bargaining



## CANADA LABOUR RELATIONS BOARD

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following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown Corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. *Topics:* Determination of the existence of a collective agreement; revision of

terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; portion of the public service established as Crown Corporation.

CLR/OPS-035 *Formerly Identified as:* CLRB-70

### **Change of Terms and Conditions of Employment**

*Description:* Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining.



# **CANADA LANDS COMPANY LIMITED**

## **Chapter 10**



# CANADA LANDS COMPANY LIMITED

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## Background

The Canada Lands Company Limited has, by virtue of its letters patent of incorporation, the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property or an interest therein. However, it has been used only to hold certain leasehold interests in one property in London, England, and two properties on Indian reserves in Canada. The Corporation is also the sole or majority shareholder in three subsidiary corporations.

## Organization

The Canada Lands Company Limited, has no operational staff. Its three directors are employees of Public Works Canada.

## Access Procedures

Individuals seeking access to Canada Lands Company Limited information should direct requests to

Access to Information and Privacy Co-ordinator  
Canada Lands Company Limited  
Sir Charles Tupper Building  
Riverside Drive  
Ottawa, Ontario  
K1A 0M2  
Telephone: (613) 998-4544

# **CANADA MORTGAGE AND HOUSING CORPORATION**

## **Chapter 11**

# CANADA MORTGAGE AND HOUSING CORPORATION

## CANADA MORTGAGE AND HOUSING CORPORATION

(CMH)

### GENERAL COUNSEL AND CORPORATE SECRETARY SECTOR

(GCC)

- 005 Legal Documentation
- 010 Agreements
- 015 Litigation and Case Files
- 020 Boards and Committees
- 025 Federal Government Liaison
- 030 Conferences and Meetings
- 035 Organization and Authorities
- 040 Access Requests for CMHC  
Records

### PROGRAMS SECTOR

(PSO)

- 045 Social Housing
- 050 Federal-Provincial Housing
- 055 Non-Profit and Co-operative  
Housing
- 060 Rural and Native Housing
- 065 Program Delivery
- 070 Program Support
- 075 Municipal Infrastructure
- 080 Municipal Incentive Grants
- 085 Land
- 090 Neighbourhood Improvement  
Program and Residential  
Rehabilitation Assistance  
Program
- 095 Canada Home Renovation Plan
- 100 Rehabilitation Skills Training  
Course (terminated)

### INSURANCE SECTOR

(ISO)

- 105 Underwriting
- 110 Insured Lending
- 115 Mortgage Administration
- 120 Default Management
- 125 Insurance Claims
- 130 Home Improvement Loan  
Insurance Fund
- 135 Interest Deferral  
(terminated)
- 140 Grant Assistance (terminated)
- 145 Property Administration
- 150 Sale of Repossessed Multiple  
Unit Housing Projects
- 155 Sale of Repossessed Single  
and Condominium Housing  
Units
- 160 Mortgage Rate Protection  
Program

### NATIONAL OFFICE SUPPORT CENTRE

(NOS)

- 165 Housing Design
- 170 Housing Technology
- 175 Appraisals



# CANADA MORTGAGE AND HOUSING CORPORATION

## POLICY DEVELOPMENT AND RESEARCH SECTOR

(PDR)

- 180 Research and Development  
Projects and Activities
- 185 External Research
- 190 Scholarships
- 195 Housing Advisory Documents
- 200 Housing Technology Incentives
- 205 Strategic Plans
- 210 Federal/Provincial Relations
- 215 Policy Development and  
Presentations
- 220 Community Services  
Contribution Program  
(terminated)
- 225 Program Evaluation
- 230 Housing Survey Data
- 235 Demonstration Projects

## ORGANIZATION DEVELOPMENT SECTOR

(ODS)

- 300 Economic Commission for  
Europe Committee on Housing,  
Building and Planning
- 305 Housing Authorities
- 310 International Housing
- 315 Women and *National Housing  
Act* Programs

## CMHC TECHNICAL SERVICES

(CTS)

- 340 Energy Conservation
- 345 Programs Delivery
- 350 CMHC Technical Services
- 355 Building Materials, Systems  
and Equipment
- 360 Evaluation Reports

## FINANCE AND MANAGEMENT INFORMATION SYSTEMS SECTOR

(FMI)

- 240 Financial Control Matters
- 245 Financial Management Matters
- 250 CMHC Pension Fund
- 255 Systems Development Projects
- 260 Existing Computer Systems (ECS)
- 265 Business Systems Documentation
- 270 Quality Assurance
- 275 Data Processing – General
- 280 Technical Planning and Support
- 285 Production Systems
- 290 Computer Operations
- 295 Data Resource Management

## OPERATIONS AUDIT DIVISION

(OAD)

- 320 Comprehensive Audit
- 325 Computer Audit
- 330 Financial Audit
- 335 Special Audit

ACCESS TO INFORMATION  
AND PRIVACY OFFICE  
CANADA MORTGAGE AND  
HOUSING CORPORATION  
NATIONAL OFFICE  
682 MONTREAL ROAD  
OTTAWA, ONTARIO  
K1A 0P7

## Background

The Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation on 1 January 1946 by an Act of Parliament, with the authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the *National Housing Act (NHA)*. The Corporation reports to Parliament through a designated Minister. The affairs of the Corporation are managed by a Board of Directors consisting of the Chairman of the Board, the President, a designated Vice-President, five members from the public at large, and two members from the public service, all appointed by the Governor-in-Council.

## Laws and Regulations

CMHC's activities are governed by the *National Housing Act* and its Regulations, the *Canada Mortgage and Housing Corporation Act* and, in certain respects, the *Financial Administration Act*.

## Overall Responsibilities

The CMHC's mission as stated in the *National Housing Act* is to promote the construction of new houses, the repair and modernization of existing housing, and the improvement of housing and living conditions. Some of these programs have been used to further government objectives such as economic growth, job creation and energy conservation.

Under the terms of the *NHA*, the Corporation is authorized, on the government's behalf, to establish a system of mortgage loan insurance; to acquire and develop lands for public purposes; and to assist Canadians, mainly by the provision of loans and contributions, in gaining access to suitable accommodation, whether as homeowners, tenants or members of co-operative organizations, and in improving existing dwellings and the quality of their community environment. It also has a general mandate to improve the quality of housing and community planning through research, development and the dissemination of information, and to act as a policy adviser to the government.

The Corporation pursues its mission through seven distinct planning elements for the purpose of planning and budgeting. These include: Mortgage Loan Insurance, Market Housing, Social Housing, Rehabilitation and Conservation, Community Services, Research, Development and Information, Corporate Financing.

The Corporation's activities are grouped into three categories as provided for by its legal and financial framework: Administered Funds, Asset Administration and Services to Others, and Government Programs.

## Organization

The President is the Chief Executive Officer. Other executive officers include: the Senior Vice-President; Vice-Presidents responsible for Insurance, Programs, Finance and Management Information Systems, Policy Development and Research, and Organization Development; and the General Counsel and Corporate Secretary.

The Corporation's staff of some 3,700 employees are located at the national office in Ottawa and in 70 offices throughout Canada. Its field organization is divided into five regions: Atlantic, Québec, Ontario, Prairie and Northwest Territories, British Columbia and Yukon, each headed by a general manager. CMHC Technical Services, which includes the administration of the Canadian Home Insulation Program (CHIP), is also directed by a general manager. There is a provincial director in each provincial capital in the Atlantic region and in the Prairie and Northwest Territories region who also acts as the local branch manager.

## Major Publications

- CMHC Publications Catalogue (NHA 5006)
- National Housing Loan Regulations
- Residential Standards, Canada 1980 (Metric Edition) — the minimum building standards for housing built under the *National Housing Act*; issued by the Associated Committee on the National Building Code
- National Housing Act
- Canada Mortgage and Housing Corporation Act
- CMHC Guidelines and Procedures Manual (32 Volumes) — CMHC business systems documentation
- General Memoranda and the Regional Directives — specific procedures and guidelines issued concerning specific actions; General Memoranda are usually incorporated at a later date into the Guidelines and Procedures Manual
- NHA Loan Insurance Handbook — instructions on loan processing for *National Housing Act* — approved mortgage lenders, on loan administration practices, and on claims against the Mortgage Insurance Fund
- Corporation Instruction Manual — old guidelines and procedures manual containing instructions not yet incorporated into the new guidelines and procedures manual

## Access Procedures

Requests for CMHC records under the *Access to Information Act* should be addressed to

Access to Information and Privacy Office  
Canada Mortgage and Housing Corporation  
National Office  
682 Montreal Road  
Ottawa, Ontario  
K1A 0P7  
Telephone: (613) 748-2843

## General Information

### Information and Communications Centre

The Information and Communications Centre (ICOM) answers questions from the press and the public about Canada Mortgage and Housing Corporation's activities and programs, distributes publications, issues news releases and markets CMHC programs and services. To get your name on a mailing list, specify your area of interest and contact the centre at the following address:

Information and Communication Centre (ICOM)  
Canada Mortgage and Housing Corporation  
LaSalle Academy  
373 Sussex Drive  
Ottawa, Ontario  
K1A 0P7  
Telephone: (613) 748-2609  
Telex: 053-4842

### Information Officers

The Corporation has trained information officers at its national office in Ottawa and in each of its regional offices across the country. The regional offices are: Atlantic, located in Saint John, New Brunswick; Québec, located in Montréal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon; and British Columbia and the Yukon Territory, located in Vancouver. The public should enquire about CMHC programs and services at the nearest CMHC office.

# CANADA MORTGAGE AND HOUSING CORPORATION

## Publications

The Information and Communications Centre (ICOM) maintains the CMHC publications list (NHA 5006). It includes brochures, periodicals, books and bibliographies dealing with national housing regulations and standards, home selection and housing programs, metric aids, planning, design and construction, housing rehabilitation and energy conservation, the elderly and the handicapped, and children. (For 20 copies or more a 30 percent discount is available for educational institutions and non-profit organizations.)

## Library

The Canadian Housing Information Centre (CHIC) contains 60,000 publications on all aspects of house building and community development. It also has a number of special collections, including material on housing for disabled persons and all reports from the United Nations Human Settlements Conference, Habitat, which was held in Vancouver in 1976. It subscribes to 750 Canadian, British and American journals and newsletters. CHIC makes available all research reports undertaken under Part V of the *National Housing Act*. CHIC publishes and distributes quarterly a listing of all Part V studies under way or recently completed, entitled Recent Research Funded by CMHC (Quarterly Report).

The library staff will provide factual or bibliographic information on housing matters to anyone who enquires. The centre welcomes such enquiries, which may be made by mail, telephone, telegram, telex, or in person.

Documents, articles, reports and other material of reasonable length will be sent out on request. Books, extensive collections and similar material may be consulted in the Centre or in other libraries in the National Capital Region with which CMHC maintains reciprocal lending arrangements. The centre is open from 8:30 a.m. to 4:45 p.m. on weekdays from September until the end of May and from 8:30 a.m. to 4:15 p.m. from June to the end of August.

Canadian Housing Information Centre (CHIC)  
Canada Mortgage and Housing Corporation  
National Office  
682 Montreal Road  
Ottawa, Ontario  
K1A 0P7  
Telephone: (613) 748-2362  
Telex: 053-3674

## General Counsel and Corporate Secretary Sector

The sector is composed of three units: Legal Division, Office of the Corporate Secretary and Access to Information and Privacy Office (ATIP).

### Legal Division

Legal Division prepares CMHC's legislative program to effect new policy proposals, reviews proposed legislation, enactments and decisions of interest to CMHC originated elsewhere, and conducts or supervises the conduct of litigation and legal proceedings to which CMHC is a party. It also provides final legal review of, and makes recommendations to, CMHC administrators on all legal documents, CMHC programs, and federal-provincial and other intergovernmental agreements.

### Manuals

- Legal Services, Vol. 28 of the CMHC Guidelines and Procedures Manual

### Office of the Corporate Secretary

The Office of the Corporate Secretary is responsible for facilitating the work of members of the board of directors and officers of the Corporation by managing the decision-making process, including the process of making submissions to the board of directors and committees, the planning and organizing of meetings, and the recording, communicating and follow-up of decisions to ensure implementation. The office acts as custodian of the Corporate seal, minute books, by-laws, resolutions and CMHC Cabinet, Treasury Board and Order-in-Council submissions and decisions. The assistant corporate secretary certifies official documents and co-ordinates the production of the annual report to Parliament. The Office of the Corporate Secretary also co-ordinates liaison with the national executives of housing-related industry associations.

### Manuals

- Corporate Overview, Office of the Corporate Secretary, Vol. 1 of the CMHC Guidelines and Procedures Manual — describes the decision-making process of the Corporation
- CMHC General Management Structure — describes Corporate organizational principles and managerial responsibilities and the specific roles, core functions and authorities of members of senior management
- Cabinet Paper Systems (Privy Council Office) — describes the procedures for writing and handling cabinet documents
- Office of the Corporate Secretary Procedures

### Access to Information and Privacy Office

The Access to Information and Privacy Office is responsible for the co-ordination and administration of the *Access to Information Act* and the *Privacy Act* within the Corporation.

### Manuals

- Access to Information, Vol. 28 of the CMHC Guidelines and Procedures Manual — describes reporting requirements and operating procedures for handling requests for access to CMHC held records. It provides information relating to the application of exemptions to records or parts of records and complaints about the Act's application. The Privacy section, in the same volume, describes policies and procedures to protect personal information and operating procedures for handling requests for personal information

## Programs Sector

### Social Housing Division

The division is responsible for assisting Canadians whose income is insufficient to obtain affordable, adequate and suitable accommodation by supporting the production and provision of well-targetted, cost-effective housing, either unitarily or in conjunction with the provinces, municipalities and their agencies, Indian bands and native organizations, and non-profit and co-operative housing organizations.

### Manuals

- Social Housing, Vol. 7 of the CMHC Guidelines and Procedures Manual — describes the administration of Social Housing Programs

### Rural and Native Housing Division

The division is accountable for the delivery of rural and native housing programs to natives in all areas, to Indians on reserves and to low income people, in communities with a population of less than



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2,500 and for the encouragement of maximum client involvement in meeting their housing needs. It provides guidelines and procedures for field office delivery of housing units with provincial agencies, Indian and Northern Affairs Canada (INAC) on-reserve activity and client groups, and renovations and repairs of units under the rural Residential Rehabilitation Assistance Program (RRAP) and Emergency Repair Program. It administers support mechanisms, including operating expense assistance, project funds, secondment of administrative and technical staff, native cadre training and client training courses, training material and equipment.

## Manuals

- Rural and Native Housing, Vol. 8 of the CMHC Guidelines and Procedures Manual — describes the administration of the rural and native housing programs
- Rural Residential Rehabilitation Assistance Program (RRAP) Handbook
- Counselling Handbook — Homeownership

## Residential and Community Improvement Division

The division promotes and supports the rehabilitation of substandard housing and the improvement of existing housing. It develops and maintains adequate program training and guidance material, distributes program promotion and information aids, maintains ongoing monitoring of the program management.

The division provides national direction to the land assembly, municipal infrastructure, municipal incentive grants and urban renewal programs. Its tasks include program planning, monitoring of field operations, provision of direction and assistance to field offices, development of program changes and improvements, identification of policy issues, provision of information and recommendations to management and the implementation of management decisions. The division also provides the Corporation with representation on the Treasury Board Advisory Committee on Federal Land Management.

## Manuals

- Neighbourhood Improvement Program and Residential Rehabilitation Assistance Program, Vol. 6 of the CMHC Guidelines and Procedures Manual — describes the administration of these programs
- Canada Home Renovation Plan (CHRP), General Memorandum — describes policies and procedures for the program's administration
- Trainer's Guide and Student's Handbook — training and rehabilitation skills
- Municipal Infrastructure and Land Assembly, Vols. 4 and 5 of the CMHC Guidelines and Procedures Manual — describe the administration of the programs
- Corporation Instruction Manual, Urban Renewal

## Insurance Sector

### Underwriting Division

The division promotes the effective operations of the mortgage insurance market and the housing market by providing leadership in mortgage insurance on a full recovery basis while pursuing additional public policy objectives.

It predicts claims risks; provides claims forecasts; monitors and fosters development of the mortgage insurance market and industry; recommends changes in legislation; monitors underwriting policies and procedures; develops new policies and procedures; documents and communicates with the field and clients; provides training in mortgage loan underwriting; administers the Mortgage Backed Securities Program; evaluates special projects.

It also recommends approval of new lenders; establishes effective two-way communication with lenders, builders and realtors; promotes the use of *NHA* insurance; and monitors the financial and managerial capability of developers.

## Manuals

- *National Housing Act* Loan Insurance Handbook
- Underwriting, Vol. 3 of the CMHC Guidelines and Procedures Manual — guidelines on underwriting of *National Housing Act* loans
- Common Program Guidelines and Procedures, Vol. 10 of the CMHC Guidelines and Procedures Manual — describes the reporting of statistical data for *National Housing Act* loans and the septic tank lending policy

## Mortgage and Insurance Claims Division

The division develops policies and procedures and administers Corporation-owned mortgages and housing subsidy programs. It monitors and evaluates activity, reviews reports and counsels field office personnel on all their loan administration responsibilities.

The division is also responsible for the prevention and the settlement of claims against the Mortgage Insurance Fund (MIF). It recommends changes in legislation, develops policies, directives, guidelines and procedures, monitors approved lenders' arrears, and makes interventions with the lenders to ensure proper arrears control and to salvage projects in financial difficulty in order to minimize the number of claims. It is also responsible for the prompt and efficient settlement of claims against the Mortgage Insurance Fund and the Home Improvement Loan Insurance Fund.

## Manuals

- *NHA* Loan Insurance Handbook
- Mortgage Administration, Vol. 9 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of mortgages
- Portfolio Management Training Manual for Mortgage Administration

## Real Estate Division

The division develops policies and procedures and administers real estate properties. It monitors and evaluates activity, reviews reports, and counsels field office personnel on all their property administration responsibilities.

The division also disposes of Mortgage Insurance Fund (MIF) and Corporation Owned Real Estate (CORE) assets by inviting individuals and companies to make proposals for the purchase of real estate assets, through Requests for Proposals (RFP). In conjunction with local corporate personnel, negotiations and final sales agreements are made with lead proponents following verification of their managerial background and financial capability. The division also monitors real estate marketing activities across the country for all categories of assets, and prepares and issues procedures and policies on marketing.

## Manuals

- "Singles Properties Management and Disposal" Module 2 of Property Administration, CMHC Guidelines and Procedures Manual
- Real Estate Program, General Memorandum B-1646 — explains program objectives, guidelines and authorities. Although this explains program objectives, guidelines and authorities related to multiple project sales it has been complemented by a number of directives which will be embodied in a new corporate module of sales of multiple projects

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- Property Administration, Vol. 11 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of properties

## National Office Support Centre

The centre provides professional and technical support for CMHC program operations and field offices through consultation and advisory services, information transfer, project monitoring and evaluations, and training. It advises on appraisal, housing design, building technology, technical drafting services and maintains liaison on these matters both within CMHC and with outside bodies. It also provides assistance in recruitment, training, and deployment of appraisal, architecture, planning landscape architecture and construction technology personnel. Assistance is also given for development, implementation and advice on technical standards and metric policies.

### Manuals

- National Office Support Centre, Vol. 23 of the CMHC Guidelines and Procedures Manual
- Corporation Appraisal Guide

## Policy Development and Research Sector

Under Part V of the *National Housing Act*, the Canada Mortgage and Housing Corporation has a mandate to undertake and support research into housing conditions, the adequacy of existing accommodation and community planning, and to disseminate the results to consumers, industry, governments, and others who can use the information to improve housing and living conditions. The Policy Development and Research Sector has five analytical divisions, a communications unit, and a small group responsible for sector administration.

### Manuals

- CMHC Research Administration Process, General Memorandum B-1652

### EDP Systems

- automated system for monitoring status of research projects
- partly automated listing of research consultants who have worked for CMHC or have approached CMHC for work in the past five years.

## Research Division

The Research Division plans and undertakes basic research directed at understanding the conditions and relationships affecting the supply and demand for housing in Canada, along with its quality and affordability. The division is responsible for the development and implementation of CMHC'S research plan, and for making resulting research findings available to the public. External incentives programs administered by the division include the Graduate Scholarship and the External Research Programs. The division manages the Canadian Housing Information Centre, a national housing research library, through which CMHC research results are made available.

### Manuals

- Graduate Scholarships Program Guidelines
- External Research Program Guidelines

## Planning Division

The division prepares annually the Strategic Policy Plan and Strategic Overview, develops housing policy proposals for submission to CMHC Management, the Minister and cabinet, provides briefings on housing issues and monitors housing related developments as they

may affect all levels of government, the housing industry and the consumer.

## Program Evaluation Division

The division carries out periodic reviews and assessments of *National Housing Act* programs on behalf of the President. A program evaluation is intended to determine, in light of present circumstances, whether the program continues to be necessary, if the program is effective in meeting its objectives, whether its design and its results are adequate. Matters such as the rationale of the program, its impact on the public and its cost-effectiveness as compared with alternative means of program delivery are considered and recommendations for improvements are made.

## Statistical Services Division

The division acquires, analyzes and makes accessible data required to monitor housing activity for public knowledge and in support of housing research and policy development. It manages major surveys conducted by or for the Corporation; disseminates *National Housing Act* program data through regular and ad hoc publications; acquires data for research applications from third parties; and produces a wide range of advisory services in fields such as operations research and financial analysis.

### Manuals

- Statistical Services, Vol. 20 of the CMHC Guidelines and Procedures Manual — describes the housing starts and completions, and the completed and unoccupied dwelling surveys

## Project Implementation Division

The division undertakes field application and testing of new solutions to housing technology problems which have potential to improve housing and community environments, in collaboration with the Research Division, industry, and other agencies. The division works to provide advice on good building practices and techniques to builders and other interested parties. The Housing Technology Incentives Program is administered by this division to support development of innovative new housing products. It also continues to manage the Corporation's interest in land development projects initiated in previous years under the Demonstration Program.

### Manuals

- Housing Technology Incentives Program application guidelines

## Policy and Research Communications Unit

The unit arranges for publication of and decides dissemination strategy for research documents produced by the sector, and assists with communication activities for policy and research undertakings.

## Sector Administration Unit

This unit co-ordinates sector-wide resource planning and administrative activities, and monitors research projects and budgets.

## Finance and Management Information Systems Sector

## Controller's Directorate

The directorate is composed of two units: Financial Services and the Investment Portfolio Accounting Division. It is responsible for the maintenance, accuracy and custody of CMHC's accounting records and the preparation of financial statements and reports. It handles the



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collection, deposit and distribution of funds payable to CMHC, establishes and maintains fiscal controls, and supervises the Corporation's investments, including the accounting and custodial activities for all *National Housing Act* loans, mortgages and federal-provincial investments. It also provides program cost information for profitability analyses, obtains recoveries of funds paid out on behalf of the government and maintains the financial agreements with the Department of Finance involving the terms and conditions of CMHC borrowings.

## Manuals

- Financial Services, Vol. 16 of the CMHC Guidelines and Procedures Manual — describes accounts, accounting and financial controls
- Investment Portfolio Accounting, Vol. 17 of the CMHC Guidelines and Procedures Manual — describes operations of the Investment Portfolio Accounting Division and the accounting systems used for loans, mortgages and federal-provincial investments

## Treasurer's Directorate

The directorate is composed of six organizational groups, each specializing in a specific function. These groups are: Operating Budget and Financial Analysis Group, responsible for the processes relating to the corporate business strategy, including business and functional plans, the management of the operating plan, budget and financial reporting; Capital Budget and Estimates Group, responsible for the management of the financial authorities and forecasts related to the capital budget — loans and investments, the estimates for grants, contributions and subsidies and the corporate plan long term forecast; Financial Policy Analysis Group, responsible for the development and documentation of financial policy, and procedures matters, internal control processes and the development and maintenance of the instrument of delegation financial signing authorities; Financial Performance Reporting and Analysis Group, responsible for the management of financial performance reporting, the development and maintenance of performance standards and the cost accounting policy; Corporate Financing Group responsible for the analysis and financial viability of the asset portfolio and administrative funds; Pension Fund Group responsible for the administration of the fund policies and management of its financial assets.

## Manuals

- Finance Sector CMHC Guidelines and Procedures Manual, Vols. 15, 16, 17 and 18
- Instrument of Delegation of Financial Signing Authorities
- Pension Fund Handbook — describes the policies on investments of the pension fund and the rules on benefits
- Pension Fund Operations Manual — day-to-day operating procedures for the pension fund staff

## Systems Directorate

The directorate is composed of four units: Systems Development Division, Business Systems Support Division, Existing Computer Systems Group and Resources Management Group. The directorate plans, designs, develops, tests, integrates, implements, documents, modifies and maintains business systems (computer and manual) to support the operational functions and the management information needs of the Corporation. It also co-ordinates the production of the Corporation's guidelines and procedures manuals.

## Manuals

- CMHC Guidelines and Procedures Manual, which describes CMHC's Business Systems, 32 volumes, including a Key Word Index, a CMHC Forms Manual and a Corporate Dictionary

- Systems Development Methodology — describes step-by-step instructions to develop any new EDP system in the Corporation
- Electronic Data Processing (EDP) Standards — detailed standards for the use of the data processing staff when developing new EDP systems
- High-Level Design Methodology
- Detailed Design Methodology
- Functional Specification Manuals

## Data Processing Services Directorate (DPSD)

The directorate is composed of five groups: Production Systems, Computer Operations, Technical Planning and Support, Data Resources Management and Resources Management. It operates and maintains CMHC's computer facilities, manages the level of service provided to production systems' users, manages the evolution of the Corporation's technical environment consistent with business requirements, manages the Corporation's data, assists systems developers in the introduction of new applications into the operating environment and ensures the security of the EDP environment.

## Manuals

- Management Information Systems Sector, Vol. 27 of CMHC Guidelines and Procedures Manual, 3 modules — describes policies and procedures relative to acquisition of data processing facilities, operation of data processing systems and data management
- Computer Centre Operations Manuals — provides procedures for operating the CMHC Computer Centre and supporting users in the operation of their systems
- Computer Centre Users' Guide — provides information on the CMHC data processing hardware, support software and support services provided by the Data Processing Services Directorate (DPSD)
- DPSD News — provides regular updates to the Computer Centre Users' Guide
- Database Procedures Manuals — provides guidance relative to the development of systems which use the Corporate Database, and for the maintenance of the Database Management System
- Data Dictionary Users' Handbook — outlines policies, general information and procedures relative to the data stored in the Corporate Data Dictionary

## Organization Development Sector

### Human Resources Centre

The centre is the CMHC human resource management unit. It is responsible for developing organizational policies and model organization structures, assessing proposals for organizational changes and assisting responsibility centres in optimizing their organizational structures. It is also responsible for all aspects of personnel services such as staffing, training and official languages.

## Manuals

- Human Resources Management, Vol. 12 of the CMHC Guidelines and Procedures Manual — provides the policy and procedural framework within which human resource management in CMHC is carried out

### Administration Division

The division provides the overall administration support services for the national office and field offices.

## Manuals

- CMHC Guidelines and Procedures Manuals, Vol. 21,



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Administration; travel on Corporation business, correspondence management, records management, material management, printing and composing, telecommunications and transportation management

- CMHC Guidelines and Procedures Manual, Vol. 25, Security Services; provides security education and guidance for CMHC employees on the protection of corporate property, information and personnel, safety and emergency planning procedures
- Subject Classification Guide, Records Management, 2 volumes

## Corporate Relations Office

The office co-ordinates communication between executives and senior field officers of the Corporation and the Minister, the government and Members of Parliament and has responsibility for international relations. It also provides administrative support for the Minister, Chairman, and President by providing briefing material, preparing correspondence and preparing responses to oral and written questions in Parliament.

### Manuals

- Corporate Relations Office, Vol. 1, Mod. 4, of the CMHC Guidelines and Procedures Manual

## Information and Communications Centre (ICOM)

The Information and Communications Centre (ICOM) plans and implements information activities that will increase public understanding of *National Housing Act* programs and the role of the Corporation in Canada's residential and urban development. Its activities include a public enquiry service, preparation and distribution of press releases and newspaper features on CMHC programs and policies and a public awareness program. ICOM also seeks to keep special publics informed of the results of Corporation-sponsored research, including technical developments and innovations.

### Manuals

- ICOM, Vol. 22 of the CMHC Guidelines and Procedures Manual

## Women's Bureau and Equal Opportunity Office

The office advocates equal opportunity for women, natives, disabled and visible minorities in the activities of the Corporation, both in its policies and practices as an employer, and in *National Housing Act* policies and programs. The office has elected delegates and representatives at the national office and at all branch offices across Canada.

### Manuals

- Women's Bureau Rules of Procedures and Reference Guide — a guide for representatives and delegates

## Operations Audit Division

The division reports directly to the president and provides an independent audit function by systematically reviewing all the Corporation's operations including standards, administrative policies, processes, control procedures organization, computer systems. It reports final recommendations and observations to the Audit Committee of the Board of Directors.

### Manuals

- Operations Audit, Vol. 24 of the Guidelines and Procedures Manual

## Field Operations Sector

### Regional Offices

The Corporation has five regional offices — Atlantic, located in Saint John, New Brunswick; Québec, located in Montréal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon; and British Columbia and Yukon Territory, located in Vancouver.

The regional office is accountable for the effective and efficient direction of all the Corporation's operations in the region, conforming to established corporate objectives, policies and standards and within financial and other authorities. The office interprets corporate policies, directives and guidelines in the region's context, supplies specialized professional, technical and administrative support, and provides legal services to branch offices in the delivery of CMHC programs and the management of the Corporation's mortgage and real estate portfolio. It initiates policies and programs and participates in the formulation of corporate policies, program plans and significant decisions affecting operations within the region, including capital budget planning and allocation. In addition, the regional office and the provincial capital branch office together manage federal-provincial relations in the field of housing and community development.

### Manuals

- General Memoranda and Regional Directives
- Appraisal Guide

### Branch Offices

All branches across Canada are categorized by level according to volume of business activity. Level I designates the largest offices and Level IV the smallest.

These branches are responsibility centres with authority to establish goals and strategies, promote CMHC programs, decide on projects, monitor achievements and administer resources on a cost-effective basis within national and regional objectives, priorities and guidelines. Each has the responsibility for issuing mortgage insurance undertakings, making loan commitments under the Corporation's various programs and conducting housing market analysis. Level I to III branches also administer part of the Corporation's mortgage and real estate portfolio. In Level IV office territories, the property and mortgage administration functions are usually the responsibility of a higher-level office.

#### Level I

- Montréal, Toronto, Vancouver

#### Level II

- Calgary, Edmonton, Fredericton, Halifax, Hamilton, Laval, London, Longueuil, Mississauga, Ottawa, Québec, Regina, St. John's, Winnipeg

#### Level III

- Hull, Kitchener, Oshawa, Prince George, St. Catharines, Saskatoon, Sherbrooke, Sudbury, Thunder Bay, Victoria, Windsor

#### Level IV

- Charlottetown, Chicoutimi, Cranbrook, Kamloops, Kelowna, Kingston, Lethbridge, Moncton, North Bay, Red Deer, Rimouski, Saint John, Sault Ste. Marie, Sydney, Trois-Rivières, Val D'Or, Whitehorse, Yellowknife

### Manuals

- Appraisal Guide
- Acceptable Building Material Handbook
- Manual of Building Material Evaluation Reports

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## Representative, Inspection and Administrative Offices

The offices are integral parts of the parent branch organization and are responsible for providing information to the public on CMHC programs and services. They also accept *National Housing Act* applications for processing and approval by the parent branch and may be staffed for limited loan processing, compliance inspection and real estate administration. They assist the parent branch in identifying housing needs within their area. The inspection and technical advice service is provided on CMHC programs, as well as to other government agencies and client groups. The offices thus ensure that an acceptable quality of housing construction is maintained through the application of a high standard of on-site inspections in the area which they service.

### Québec Region

- Sept-Îles

### Ontario Region

- Barrie, Peterborough

## CMHC Technical Services

The unit is a field organization responsible for the delivery of cost-effective, high-quality technical service to CMHC programs. It has an evaluation mechanism that advises CMHC managers of the inspection services used by their office as compared with the branch plan approved by management. The unit improves the service through training, staff planning, and the development and application of performance standards. It also provides an evaluation service on various materials, equipment and systems used in housing construction and undertakes external contracts to provide inspection and related technical services on a fee-for-service basis.

Technical Services is also responsible for the CHIP Office in Montréal, which administers, under contract with the Department of Energy, Mines and Resources, the provision of grants under the Canadian Home Insulation Program (CHIP).

Since October 28, 1980, the Department of Energy, Mines and Resources has had complete legislative authority to manage this program. Any request for records subsequent to this date are to be addressed to that Department.

## Manuals

- CMHC Technical Services, Vol. 26 of the CMHC Guidelines and Procedures Manual — describes the type and levels of inspections to be carried out and services available to the various CMHC programs and those of various outside clients, and the material evaluation process
- Manual of Building Material Evaluation Reports describes new and existing products used in *National Housing Act* residential construction
- Computer User Manuals
- Guidelines and Procedures for the Administration of the Canadian Home Insulation Program

## Classes of Records

CMH/GCC-005 Formerly Identified as: CMHC-540

### Legal Documentation

*Description:* Information on the *National Housing Act (NHA)* and the *National Housing Loan Regulations (NHLR)*; *Canada Mortgage and Housing (CMHC) Act*; Orders-in-Council; program and project opinions, other legislation; federal and provincial laws; and various advice on the *National Housing Act* and Regulations; *CMHC Act* and related matters; judgements, doctrine and case law in general; discussion papers and miscellaneous materials and advice.

*Retrievability:* Files arranged by date and section of the *National Housing Act* or by date and section of *National Housing Regulations*.

CMH/GCC-010 Formerly Identified as: CMHC-550  
**Agreements**

*Description:* Information on the preparation, negotiation and signing of federal-provincial, interdepartmental and other intergovernmental contractual arrangements. *Topics:* *National Housing Act*, Section 40 (Federal-provincial Public Housing Agreements), Rural and Native Housing Agreements, miscellaneous agreements under various sections of *National Housing Act*; interdepartmental agreements.

CMH/GCC-015 Formerly Identified as: CMHC-560  
**Litigation and Case Files**

*Description:* Information on the appointments and mandates of external legal counsel; information on legal counsel concerning CMHC litigation files. *Topics:* Urea Formaldehyde Foam Insulation (UFFI) claims; Mortgage Insurance Fund (MIF); *NHA* Housing Programs and personal cases (Human Resources Management).

CMH/GCC-020 Formerly Identified as: CMHC-10  
**Boards and Committees**

*Description:* Reports, notices, minutes and decisions of the Board of Directors and management committees and related correspondence. *Topics:* Submission routing slips and register; agendas; submissions; minutes and records of decisions; distribution lists; Board of Directors — members, conflict of interest, vacancies and recommended nominees, appointments and reappointments, fees and expenses, compensation, monthly reports to Board; Pension Fund Trustees — signing resolutions, agreements, Pension Fund handbook, annual reports; regional reports. *Storage Medium:* Microfilm and microfiche.

CMH/GCC-025 Formerly Identified as: CMHC-20  
**Federal Government Liaison**

*Description:* Information on liaison with the federal government, including cabinet, Minister responsible for CMHC, federal departments and agencies, etc. *Topics:* *Canada Mortgage and Housing Corporation Act* and amendments; by-laws and amendments; directions from Minister and government; government proposals on Crown corporations; liaison with government departments and agencies; submissions to council and Orders-in-Council; submissions to cabinet and cabinet decisions; submissions to Treasury Board and Treasury Board decisions; salaries for Governor-in-Council appointees; annual report.

CMH/GCC-030 Formerly Identified as: CMHC-30  
**Conferences and Meetings**

*Description:* Information on CMHC participation in conferences, meetings, symposia and seminars. *Topics:* Meetings of senior management held outside the established board and committee structure; activities and liaison with the executive officers of housing industry associations; agendas, minutes, reports. *Retrievability:* Files arranged by organization.

CMH/GCC-035 Formerly Identified as: CMHC-40  
**Organization and Authorities**

*Description:* Information on the execution of corporate responsibilities; corporate management structure; the instrument of delegation of financial signing authorities. *Topics:* policies and procedures; creation of and changes in organization, roles and functions and reporting relationships of senior officers; reorganization proposals and related staff studies; signing resolutions and powers of attorney.

CMH/GCC-040 Formerly Identified as: CMHC-41  
**Access Requests for CMHC Records**

*Description:* Information and correspondence on the implementation of the *Access and Privacy Acts* within CMHC. *Topics:* Analytical statistical reports on the number of requests received; quarterly



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reports to Treasury Board; annual reports to Parliament; correspondence to Treasury Board and third parties. Please address any enquiries to the Access to Information and Privacy Co-ordinator at CMHC national office.

CMH/PSO-045 *Formerly Identified as:* CMHC-100

## **Social Housing**

*Description:* Information on social housing and related federal-provincial, non-profit and co-operative activities. *Topics:* Reports, booklets, program stacking; maximum unit price; integration of housing allowance. *Retrievability:* Files arranged by province.

CMH/PSO-050 *Formerly Identified as:* CMHC-110

## **Federal-Provincial Housing**

*Description:* Information on the capital cost and operating cost of public housing projects, shared by federal-provincial partnership and the management of these projects; also provincially-owned and provincially-leased public housing and CMHC subsidies towards project operating costs. *Topics:* Inspections; consultants; vandalism in high-density housing; rental scale study; administration of projects; fire insurance; social and recreational facilities; tenants' associations; rent supplement plan; subsidies — claims and agreements; individual public housing projects. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Files arranged by province, municipality and project.

CMH/PSO-055 *Formerly Identified as:* CMHC-120

## **Non-Profit and Co-Operative Housing**

*Description:* Information on provincial, municipal and private non-profit corporations, which operate rental housing projects for persons of low and moderate income and co-operatives, that provide housing for their low and moderate-income members. Such housing provides for an income mix in projects and encourages the restoration of existing buildings through the non-profit Residential Rehabilitation Assistance Program (RRAP); also information on the Proposal Development Funding and Community Resource Organization Program (CROP) which provides start-up financing and development assistance, including the acquisition of technical and professional services. *Topics:* Federal-provincial operating agreements; subsidy assistance; monitoring and advertising; rental scales; equity; commitments; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; public non-profit; private non-profit; continuing non-profit co-operatives; agreements; insured loans; land lease; native and urban native housing; Proposal Development Funding; CROP; non-profit RRAP. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Loan files arranged by province and locality as well as by loan files.

CMH/PSO-060 *Formerly Identified as:* CMHC-130

## **Rural and Native Housing**

*Description:* Information and studies on all rural and native housing programs; also liaison with other government departments and clients. *Topics:* Rural and Native Housing Task Force; program information; native housing policy proposals; non-status Indian construction companies; newsletters; enquiries; National Anti-poverty Organization; Indian and Northern Affairs Canada. *Retrievability:* Files arranged by province.

CMH/PSO-065 *Formerly Identified as:* CMHC-140

## **Program Delivery**

*Description:* Information on the Rural Residential Rehabilitation Assistance Program (RRAP) and the Rural and Native Housing Program. *Topics:* Policy; procedures; forms; surveys; amendments; agreements; year-end reports; on and off-reserve RRAP; public housing negotiations; housing authorities; associations and corporations; property inventory; training seminars; training materials, workshops and equipment. *Retrievability:* Loan files arranged by province.

CMH/PSO-070 *Formerly Identified as:* CMHC-150

## **Program Support**

*Description:* Information on secondment of expertise and native management training in support of CMHC social programs; also information on sustaining grants to help remote and fringe communities identify and meet their housing needs and the project funds available to rural and native community groups not sponsored by provincial or municipal agencies, to undertake housing projects for themselves and other low-income families. *Topics:* Rural and Native Housing Secondment Program and native management training — reports, training plans, salary administration, job descriptions, evaluations and related correspondence; operating expense assistance and emergency repairs. *Retrievability:* Training files arranged by province; grants arranged by province and delivery agent; projects arranged by province and project sponsor.

CMH/PSO-075 *Formerly Identified as:* CMHC-160

## **Municipal Infrastructure**

*Description:* Information on loans and grants provided to municipal authorities for water and sewage treatment systems; also for planning and feasibility studies related to these systems. *Topics:* Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. *Retrievability:* Files arranged by province and municipality; individual case files for loans and grants.

CMH/PSO-080 *Formerly Identified as:* CMHC-170

## **Municipal Incentive Grants**

*Description:* Information on the encouragement of municipalities to develop land for modest-size housing units at medium density and value; also clarification and expansion of existing policies and changes in policy, eligibility determination of special projects and advice to the Minister on upcoming grant payments for a certain period. *Topics:* Policy, procedures and enquiries; individual municipalities' requests for payments. *Retrievability:* Files arranged by province and municipality.

CMH/PSO-085 *Formerly Identified as:* CMHC-180

## **Land**

*Description:* Information on federal contributions and loans to municipalities and provincial agencies, sometimes in partnership with CMHC, to acquire and develop an adequate supply of serviced residential land and to encourage a high standard of residential development; also information on lands owned by the Corporation for similar purposes; research and policy development for urban residential land use, land supply, public and private land development programs and public land assembly. *Topics:* Urban renewal; negotiations and agreements; federal-provincial land assembly planning and development; Land Assembly loans; CMHC-owned lands; market and feasibility analyses; financial viability; land disposal and leasing; policy research; Treasury Board Advisory Committee and loan insurance on federal land management. *Retrievability:* Files arranged by project, province and municipality by docket.

CMH/PSO-090 *Formerly Identified as:* CMHC-190  
**Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)**

*Description:* Information and correspondence on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs to improve neighbourhood amenities and services and the housing and living conditions of residents. *Topics:* Monitoring and evaluations; liaison with other government departments and agencies; site clearance; agreements; non-profit RRAP; Rural and Native Housing RRAP; urban and private rental RRAP; inter-program impact; program development, including rooming houses; rehabilitation standards, conversion studies and renovations for the disabled. *Storage Medium:* EDP Systems. *Retrievability:* Files arranged by province and municipality.



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Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan.

**CMH/PSO-095 Formerly Identified as: CMHC-200  
Canada Home Renovation Plan (CHRP)**

*Description:* Information on the administration and monitoring of the Canada Home Renovation Plan. *Topics:* Regulations, program funding; eligible areas, properties, applicants, work; property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements; reports and monitoring activities. *Storage Medium:* EDP systems. *Retrievability:* Individual loan case files.

**CMH/PSO-100 Formerly Identified as: CMHC-210  
Rehabilitation Skills Training Course (RSTC)**  
Program terminated December 31, 1984.

**CMH/ISO-105 Formerly Identified as: CMHC-260  
Underwriting**

*Description:* Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. *Topics:* Simplification of mortgage forms; claims risks; claims forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; special projects; loan acquisition review; Mortgage Backed Securities Program. *Storage Medium:* Mortgage Insurance Fund (MIF) claims control by EDP system.

**CMH/ISO-110 Formerly Identified as: CMHC-270  
Insured Lending**

*Description:* Information and correspondence on the insuring of eligible mortgage loans by private lenders and eligible debenture securities issued by provinces, municipalities and public housing agencies. *Topics:* Insured loans; approval of new lenders; correspondence with approved lenders; agreements; Assisted Home Ownership Plan (AHOP); Assisted Rental Program (ARP); Graduated Payment Mortgages (GPM); condominiums; Canada Rental Supply Plan; interest rates; holdbacks and liens; maximum loans; insurance fees; paid-up loans; title defects and survey; maximum selling price; monitoring; construction defects; Urea Formaldehyde Foam Insulation (UFFI); amortization and down payment; interest and underwriting fees; chattel mortgages; renegotiable interest rate mortgages; variable interest rate mortgages; collateral; rental loans; debenture financing; non-residential facilities; on-reserve loans; five-year term mortgages. *Storage Medium:* Approved lender loans on microfiche. *Retrievability:* Files arranged by approved lender, on microfiche.

**CMH/ISO-115 Formerly Identified as: CMHC-280  
Mortgage Administration**

*Description:* Policy and correspondence on administration, monitoring and evaluation of loan activity under the *National Housing Act*; administration of some approved lender loans and advice to field offices on loan repayment and administration. *Topics:* Mortgage documentation; taxes; loan advances; insurance; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; protection of mortgages that are not a first charge; discharges; partial discharges; easements. *Retrievability:* Files arranged by loan case file.

**CMH/ISO-120 Formerly Identified as: CMHC-300  
Default Management**

*Description:* Correspondence and information on the control of approved lenders' and CMHC direct-insured loans in arrears; also CMHC interventions to salvage projects in financial difficulty and statistical data concerning arrears, trends, etc. *Topics:* Policy and procedures; approved lenders' arrears reports partly on EDP; reports

and correspondence with approved lenders and CMHC field offices; monthly statistical arrears reports; transcript of accounts (on microfilm) for all centralized CMHC direct-insured loans. *Retrievability:* Arrears reports arranged chronologically by lender and individual files on all loans in arrears.

**CMH/ISO-125 Formerly Identified as: CMHC-310  
Insurance Claims**

*Description:* Information on insurance claims and documentation of individual claims against the mortgage insurance fund. *Topics:* Policy and procedures; correspondence; individual insurance claim files — claim form, title documents and other supporting documents such as transcript of mortgage account, copies of invoices, etc. *Retrievability:* Files are arranged by docket.

**CMH/ISO-130 Formerly Identified as: CMHC-320  
Home Improvement Loan Insurance Fund**

*Description:* Annual reports from lenders of outstanding Home Improvement Loans, information on the settlement of claims against the home improvement loan insurance fund, the collection of bad debts and the control of the fund's contingent liability for each lender. *Topics:* Policy; correspondence; individual Home Improvement Loan Insurance claims; bad debt collection reports; ledger cards (bad debts); contingent liability register. *Retrievability:* Files arranged by lender and borrower.

**CMH/ISO-135 Formerly Identified as: CMHC-350  
Interest Deferral**

*Description:* Information on the application for and approval of assistance for mortgage renewal by interest deferral. *Topics:* Policy; correspondence; applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files — certification by lender, application forms. *Retrievability:* Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number. Program terminated December 31, 1983. Files will be retained until 1992.

**CMH/ISO-140 Formerly Identified as: CMHC-360  
Grant Assistance**

*Description:* Information on grant assistance under the Canadian Homeownership Stimulation Plan and the Canada Mortgage Renewal Plan. *Topics:* Policy; correspondence; applications; grant assistance; termination of assistance; statement of accounts; retroactivity; program statistical and analytical reports; applicant files — lender, record of disbursement. *Retrievability:* Grant case files arranged by individual. Programs terminated December 31, 1983. Files will be kept until December 31, 1993.

**CMH/ISO-145 Formerly Identified as: CMHC-290  
Property Administration**

*Description:* Policy, correspondence and documents on the repair and rehabilitation, leasing, management, maintenance and sale of land and buildings owned by the mortgage insurance fund and the Corporation. *Topics:* Rent increases; rental arrears; property insurance; capital improvements; maintenance; contracts; title documents; tender calls; employee house purchase plan and sale; property revenue and expenditures; inventory of Corporation-owned properties; federal surplus land and buildings; management of inherited wartime and military housing; management of housing owned by other federal government institutions; federal-provincial land sales; sale of subsidized public housing; tenants' associations. *Retrievability:* Files arranged by municipality and project; employee house and loan case files by name of individual.

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CMH/ISO-150 *Formerly Identified as:* CMHC-330

## **Sale of Repossessed Multiple Unit Housing Project**

*Description:* Information on selected multiple projects repossessed by the mortgage insurance fund (MIF) or the Corporation and offered for sale to the private sector through the Request for Proposal (RFP) technique; proposals by invitation from a list of acceptable buyers with demonstrated financial and management capability and satisfactory credit standings; negotiations to sell projects. *Topics:* Project data files — photographs of buildings, physical neighbourhood characteristics of the project, rental income, project expenses; negotiation files — original proposals, offers to purchase and resulting counter-offers, final agreements for sale, evaluation of new proceeds; proponent files — statements of personal net worth, financial statements on company operations, bank references, credit reports. *Retrievability:* Files arranged by project, Request for Proposal (RFP) and buyer.

CMH/ISO-155 *Formerly Identified as:* CMHC-340

## **Sale of Repossessed Single and Condominium Housing Units**

*Description:* Information on the sale of single-family dwellings (detached, semi-detached, row housing units, duplexes, triplexes) and condominium units repossessed through claims on the mortgage insurance fund (MIF) or through foreclosure on the direct Corporation loan. *Topics:* Priority for disposal (to the individual tenant-occupants, to homeowners, to investors for eventual resale); method of sale — Corporation staff. Multiple Listing Service (MLS), brokers, marketing contractors; sales documentation; performance standards in marketing of properties; sales incentives available in certain soft market areas; property appraisal and market evaluations; condominiums; properties inventory.

CMH/ISO-160 *Formerly Identified as:* NO REFERENCE

## **Mortgage Rate Protection Program (New)**

*Description:* Information on lender certification, client application for MRPP protection, claim application for MRPP benefits, lender's claims application under lender's guarantee, benefit payment record, lender guarantee payment record, termination of benefit, assignment of benefit to lender/purchaser, correspondence with clients/lenders, MRPP policy, MRPP statistical and analytical reports. *Retrievability:* The files are arranged by individual, lender certification number and MRPP number.

CMH/NOS-165 *Formerly Identified as:* CMHC-230

## **Housing Design**

*Description:* Correspondence, relevant standards and guidelines, resource information, research contracts, graphics and presentations related to planning, drafting and design services for housing to field offices, CMHC divisions, outside agencies and departments. *Topics:* Building assistance, including programs for the use of solar heating; plans service; multiple unit project monitoring and design; modest house designs; site planning; monitoring of design; modest federal-provincial housing plans; audio-visuals on landscape; siting and grading of rural and native housing; project assistance, including post-occupancy evaluation; design for emergency accommodation; care facilities for the elderly; training and development, including a design service training course; underwriting presentations and the following projects: St. Lawrence, Toronto; Masonic Park, St. John's, Newfoundland; Ravin Bleu, Boulevard Riel, Hull; Complexe Guy Favreau, Montréal. *Retrievability:* Files arranged by project.

CMH/NOS-170 *Formerly Identified as:* CMHC-240

## **Housing Technology**

*Description:* Correspondence, information and draft reports on technical and engineering services necessary to meet the current needs of program delivery and objectives. *Topics:* Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring; Real Estate Master Construction and maintenance specifications.

CMH/NOS-175 *Formerly Identified as:* CMHC-250

## **Appraisals**

*Description:* Correspondence and information on appraisal support services for CMHC program operations. This includes consultation, liaison and advice on appraisal matters in CMHC, with other government departments and outside bodies; information transfer; project monitoring evaluation and training; assistance in the administration of the appraiser's career progression program. *Topics:* Monitoring and evaluation of projects — maximum unit prices, land values and land services costs, Urea Formaldehyde Foam Insulation (UFFI) houses; monitoring basic rates; mobile homes; rehabilitation procedures and costs; low end of market rents; appraisal training and workshops. *Retrievability:* Files arranged by project.

CMH/PDR-180 *Formerly Identified as:* CMHC-370

## **Research and Development Projects and Activities**

*Description:* Information on research and development projects, activities and plans, and the distribution of resulting information. *Topics:* Housing demand and the need for housing assistance; housing finance, mortgage and capital markets; housing supply, distribution, and the residential construction industry; housing performance, quality, and the testing and development of solutions to technical problems in housing and community infrastructure; liaison and communication activities with consumers, agencies and industries connected with housing activity; research and development support activities; research and activity plans. *Retrievability:* By subject area and/or contractor.

CMH/PDR-185 *Formerly Identified as:* CMHC-380

## **External Research**

*Description:* Information and correspondence on the provision of grants in support of advanced research in the social, economic, legislative, environmental, physical or administrative aspects of housing; available to independent researchers as well as those in Canadian universities, institutions, private consulting firms, the professions, and the housing industry. *Topics:* Applications; advertising; awards committee; yearly program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-190 *Formerly Identified as:* NO REFERENCE

## **Scholarships (New)**

*Description:* Information and correspondence on the provision of graduate scholarships in support of advanced education and the development of expertise in the fields of housing and community planning. *Topics:* Applications, advertising, awards committee, program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-195 *Formerly Identified as:* CMHC-390

## **Housing Advisory Documents**

*Description:* Information on research and development of community and building standards and guidelines; also documentation and dissemination of technical information on these standards and guidelines. *Topics:* Site planning; noise; grading and landscaping; residential buildings, insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly, housing access. *Retrievability:* By subject.

CMH/PDR-200 *Formerly Identified as:* CMHC-410

## **Housing Technology Incentives**

*Description:* Information on contributions to developers, builders and manufacturers of housing and building products to pay for the special costs of developing and testing innovative ideas and products. *Topics:* Program enquiries; objectives and priorities; lists of associations and memberships; consultations; project applications; drawings; contracts; project payments; evaluation reports; selection committee.



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**Retrievability:** Files arranged by year and individual application. Applications for access are subject to third party intervention.

**CMH/PDR-205 Formerly Identified as: CMHC-442**

## **Strategic Plans**

**Description:** Assignments, correspondence and background documents related to the annual updates of the CMHC strategic plan. **Topics:** Files containing current and past assignments and correspondence by year of the strategic plan; documents relating to annual planning sessions and to goal assignments for Vice-Presidents and general managers; housing issues, analyses and housing market studies; background material on the preparation of corporate, regional and branch plans. **Retrievability:** By subject.

**CMH/PDR-210 Formerly Identified as: CMHC-443**

## **Federal/Provincial Relations**

**Description:** Federal/provincial housing programs, policies and priorities; interface between federal and provincial housing departments and agencies, e.g., negotiations and agreements. Briefings to federal Minister; CMHC management; Federal/Provincial Relations Office (FPRO); Privy Council Office (PCO) and other federal agencies on federal/provincial relations in the housing field. **Topics:** Federal/provincial committees; federal/provincial conferences, meetings (ministers and officials); general correspondence relating to federal/provincial matters; provincial profiles; agreements; briefings; fiscal arrangements; negotiations; provincial budget and throne speeches; provincial programs; provincial structure. **Retrievability:** By subject and province.

**CMH/PDR-215 Formerly Identified as: CMHC-444**

## **Policy Development and Presentations**

**Description:** Background documentation on policy proposals, new programs, research and demonstration activities, draft policy proposals, communication plans, and speeches. **Topics:** Background documentation by topic including shelter allowances, special housing needs, rental housing; draft policy proposals; draft cabinet papers; cabinet documents and communications plan guidelines; communication plans by topic; Minister's policy speeches; President's speeches; senior corporate officers speeches. **Retrievability:** By subject topic and programs.

**CMH/PDR-220 Formerly Identified as: CMHC-445**

## **Community Services Contribution Program** Program was terminated in 1984.

**CMH/PDR-225 Formerly Identified as: CMHC-441**  
**Program Evaluation**

**Description:** Information relating to the development of CMHC five-year program evaluation plans and amendments; correspondence, surveys, studies, reviews relating to evaluation of specific *National Housing Act* (NHA) programs to assess whether they are meeting the objectives of: accessibility, affordability and suitability for Canadians in various areas of the country. **Topics:** CMHC five-year program evaluation plan; public housing tenant surveys; non-profit and co-operative housing; social housing; rent supplement; rural and native housing; Residential Rehabilitation Assistance Program (RRAP); mortgage insurance; Canada Home Renovation Program; Federal Housing Action Program (FHAP); Assisted Home Ownership Program (AHOP). **Retrievability:** Arranged by subject area.

**CMH/PDR-230 Formerly Identified as: CMHC-450**

## **Housing Survey Data**

**Description:** Data acquired through regular Corporation surveys or from Statistics Canada reports; includes correspondence, programs, descriptions, approvals, contracts and analyses. **Topics:** Multiple-unit rental buildings; conventional lending, housing starts and completions; market absorption; apartment vacancies, rents; census and ad hoc survey information. **Storage Medium:** EDP systems. **Retrievability:** Files arranged by geographic location and survey.

**CMH/PDR-235 Formerly Identified as: CMHC-470**

## **Demonstration Projects**

**Description:** Information on specific projects undertaken to test the feasibility and cost of particular new housing designs and concepts, demonstrate the viability of alternative approaches to the provision of shelter and associated services and improve housing and community environments. **Topics:** Submissions and briefs; financial arrangements for projects; feasibility studies; planning and design; special studies; agreements; selection of consultants; contracts; meetings and committees for the following projects; LeBreton Flats, Ottawa; Market Square, Saint John; Maryfield, Charlottetown; Revelstoke, British Columbia; St. Pierre Street, Montréal; Vieux Port, Montréal; Vieux Port, Québec; Woodroffe Avenue, Ottawa. **Retrievability:** By project or activity.

**CMH/FMI-240 Formerly Identified as: CMHC-472**

## **Financial Control Matters**

**Description:** Records in this category of classes cover the overall financial management and activities reflecting the receipt, control and expenditures of Corporation funds. **Topics:** General ledger, financial reports, accounts and accounting allotments and transfers, audits and audit claims, financial agreements with the Department of Finance (terms and conditions of CMHC borrowings), debenture accounting, investment portfolio accounting, banking methods and bank reconciliation, budgetary practices, personal and service contracts, expenditure transactions, personnel payroll transactions, bank direct deposit computer tape, employee time reporting system, financial signing authorities, cash, funds, grants, subsidy administration, accounts receivable from the Minister, (government subsidies disbursed by CMHC) and other fiscal details. **Retrievability:** EDP, by accounts by subject, by activity, by responsibility centres and by loan case files.

**CMH/FMI-245 Formerly Identified as: CMHC-474**

## **Financial Management Matters**

**Description:** Records in this category of classes cover the overall financial management and activities of CMHC. **Topics:** Financial forecast, financial reporting systems and financial management reports, performance reports, CMHC's administrative expenses budget, including furniture and equipment, staff-year allocation, lending and budgetary expenditures, regional budget allocations, CMHC financial Guidelines and Procedures Manuals, instrument of delegation of financial signing authorities. **Retrievability:** By subject, *National Housing Act* programs, by manual number.

**CMH/FMI-250 Formerly Identified as: CMHC-476**

## **CMHC Pension Fund**

**Description:** Information concerning pension fund investments. **Topics:** Mortgages; equity shares; bonds; short-term investments; real estate; reports and financial statements; actuarial valuation; banking; investment counsel; pension fund Board of Trustees; investment committee; agreements. **Retrievability:** By subject.

**CMH/FMI-255 Formerly Identified as: CMHC-478**

## **Systems Development Projects**

**Description:** These files contain information on system projects while they are in development. **Topics:** Statement of requirements, advisability study, system design, programs, user manuals, quality assurance data, testing data, plans and budgets. **Retrievability:** By project.

**CMH/FMI-260 Formerly Identified as: CMHC-480**

## **Existing Computer Systems (ECS)**

**Description:** These files contain information on modifications to the Corporation's active computer systems. **Topics:** Computer system documentation, records of change to systems, changes in progress. Automated information maintained is finance; administration; market analysis; housing program operations; technical services; mortgage



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administration; real estate management; personnel information systems. *Retrievability:* Files arranged by system.

## CMH/FMI-265 *Formerly Identified as:* CMHC-490 **Business Systems Documentation**

*Description:* This class covers correspondence and material related to the development and maintenance of all formal Corporation manuals such as the Guidelines and Procedures Manuals, the Approved Lenders' Handbook, policy and technical bulletins and memoranda. It also maintains information on the preparation, design and improvement of forms used by the Corporation and its clients. *Topics:* Forms; guidelines and procedures; approved lenders' handbook; general memoranda (to corporate staff); builders' bulletins; advice to approved lenders. *Retrievability:* Microfiche, by subject, information concerning forms is filed by numerical sequence.

## CMH/FMI-270 *Formerly Identified as:* CMHC-491 **Quality Assurance**

*Description:* This class covers information to review the quality of computer systems at each sub-phase of the project life-cycle, including testing of computer programs manual and automated procedures, also the adherence by staff to CMHC EDP standards. *Topics:* New computer systems development; existing computer systems. *Retrievability:* EDP, by subject.

## CMH/FMI-275 *Formerly Identified as:* CMHC-492 **Data Processing — General**

*Description:* Correspondence of a general nature relating to the operation of CMHC's computer services. Includes correspondence both with in-house users and private sector suppliers of computer related services. *Topics:* Requests for proposal; manufacturers' data processing and suppliers' correspondence; contingency planning; CMHC users of data processing services. *Retrievability:* Arranged by subject. Manufacturers arranged alphabetically.

## CMH/FMI-280 *Formerly Identified as:* CMHC-493 **Technical Planning and Support**

*Description:* Technical aspects and administration of CMHC data processing facilities and services. *Topics:* Mainframe, hardware and software products; EDP services and facilities management; data communications network and associated equipment; systems engineering development project support. *Retrievability:* Arranged by subject and project.

## CMH/FMI-285 *Formerly Identified as:* CMHC-494 **Production Systems**

*Description:* Correspondence relating to the operation of production systems. *Topics:* Internal project information (strategic and tactical plans); service level agreements; problem management reports; change management reports; system acceptance reports; special requests; standards and procedures; vendor (suppliers of computer related services) correspondence; contingency planning; EDP security. *Retrievability:* Arranged by subject. Vendor files arranged by company name.

## CMH/FMI-290 *Formerly Identified as:* CMHC-495 **Computer Operations**

*Description:* Information relating to the day-to-day operations of CMHC data processing services. *Topics:* Reports; backup data entry tapes, log books and journals; program listings; detailed planning activities; hardware and software planning, installation and maintenance; computer capacity planning; performance measurement of equipment and software; problem/change management. *Retrievability:* Arranged by subject, project, product and company.

## CMH/FMI-295 *Formerly Identified as:* CMHC-496 **Data Resource Management**

*Description:* Technical aspects and administration of policies and procedures for management of data on computer in CMHC. *Topics:* Database management; database software technical support usage; collection and analysis of data coding and classification of data; corporate data dictionary/directory; end-user access to data; data management support to computer system development projects. *Retrievability:* Arranged by subject and project.

## CMH/ODS-300 *Formerly Identified as:* CMHC-500 **Economic Commission for Europe (ECE) Committee on Housing, Building and Planning**

*Description:* Information on the CMHC role in the committee's session and study tour in 1983 and their organization. *Topics:* The Economic Commission for Europe (ECE) Committee on Housing, Building and Planning, forty-fourth session in 1983; ECE group of experts on urban and regional research 1983; study tour.

## CMH/ODS-305 *Formerly Identified as:* CMHC-510 **Housing Authorities**

*Description:* Information on the formation of housing authorities and appointment of members to housing authority boards responsible for administering federal-provincial low-rental housing projects; related correspondence. *Topics:* Federal representatives to nominating committees; formation of housing authority boards; federal representatives on boards; board membership. *Retrievability:* Files arranged by municipality.

## CMH/ODS-310 *Formerly Identified as:* CMHC-520 **International Housing**

*Description:* Information on international agreements and correspondence on bilateral and multilateral housing issues; also information dealing with the United Nations, the Organization for Economic Co-operation and Development (OECD) and interdepartmental committees dealing with housing. *Topics:* United Nations and regional economic commissions; major UN conferences; other international organizations; international non-governmental organizations; special international projects; international involvement of provinces and territories; country files, including contracts with/or events in foreign countries; interdepartmental committees on international matters. *Retrievability:* Files arranged by international organization and country.

## CMH/ODS-315 *Formerly Identified as:* CMHC-530 **Women and National Housing Act Programs**

*Description:* Information on issues and concerns related to women as consumers of housing and clients of the Corporation; also efforts to ensure that the act is non-discriminatory and meets women's housing needs. *Topics:* Mortgage market; presentations to women on housing; single-parent families; needs of the elderly; research programs; *National Housing Act* impact on women; social housing.

## CMH/OAD-320 *Formerly Identified as:* CMHC-50 **Comprehensive Audit**

*Description:* Correspondence and assessment reports on the extent to which financial, human and physical resources are managed for effectiveness and efficiency by the Corporation's responsibility centres. *Topics:* Audit reports for responsibility centres within national office and field offices. *Retrievability:* Files arranged by responsibility centre.

## CMH/OAD-325 *Formerly Identified as:* CMHC-60 **Computer Audit**

*Description:* Correspondence and audit reports on existing computer systems and systems under development to insure compliance with corporate and industry standards. These contain information on the use, maintenance, efficiency and effectiveness of systems. There is also information on the validity of the data, processing procedures,

## CANADA MORTGAGE AND HOUSING CORPORATION

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security and information generated by the systems. *Topics:* Development of computer audit capability; EDP reviews; special audits; Mortgage Portfolio Management Systems (MPMS) phases.

CMH/OAD-330 *Formerly Identified as:* CMHC-70

### **Financial Audit**

*Description:* Composite and financial audit reports on financial planning, accounting, custodial and control activities of responsibility centres within national office and field offices; independent and external audits of Corporation books and financial statements and related correspondence.

CMH/OAD-335 *Formerly Identified as:* CMHC-80

### **Special Audit**

*Description:* Audits and related correspondence on specific areas of concern carried out upon direction from the president or chairman of the audit committee and often required by unexpected and unusual circumstances. *Topics:* Provincial housing organizations; federal and provincial programs; *National Housing Act*, Section 40; rural and native housing; approved lender audits; mortgage insurance fund multiple unit housing projects.

CMH/CTS-340 *Formerly Identified as:* CMHC-220

### **Energy Conservation**

*Description:* Information and correspondence on CMHC programs prior to October 28, 1980 to assist homeowners in upgrading the insulation of older homes. Also, liaison with the Department of Energy, Mines and Resources on policy matters related to the delivery of Canadian Home Insulation Program (CHIP), Home Insulation Program (HIP), and other government programs to reduce the national energy consumption is included. *Topics:* Home Insulation Program (HIP), for homes in Prince Edward Island and Nova Scotia; Canadian Home Insulation Program (CHIP), for homes in other provinces and territories; National Energy Program. *Retrievability:* Files arranged by province.

CMH/CTS-345 *Formerly Identified as:* CMHC-650

### **Programs Delivery**

*Description:* Information and correspondence, since October 28, 1980, on CMHC's participation with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. *Topics:* Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports.

CMH/CTS-350 *Formerly Identified as:* CMHC-670

### **CMHC Technical Services**

*Description:* Information on internal agreements and external contracts on a fee-for-service basis to provide technical services such as housing inspections. Also instruction and advice to CMHC technical staff on individual housing projects is contained. *Topics:* Service to clients on CMHC programs; Canadian Home Insulation Program (CHIP); Multiple Unit Residential Building (MURB) Certificate of Multiple Unit Residential Construction Starts; Home Warranty Program; Department of Energy, Mines and Resources; Indian and Northern Affairs; other government agencies; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; renewable energy; general engineering data on residential construction. *Retrievability:* Files arranged by project.

CMH/CTS-355 *Formerly Identified as:* CMHC-680

### **Building Materials, Systems and Equipment**

*Description:* Information on materials, systems and equipment from manufacturers requesting CMHC evaluation and various governments, individuals, architects, engineers and academic institutions concerning the publication and distribution of the Manual of Building Material Evaluation Reports. *Topics:* Requests from clients for evaluation by CMHC — brochures, drawings, test reports of different materials to meet particular standards for particular products written by Canadian Standards Association and the Canadian General Standards Board; correspondence on new products, requesting a review of innovated materials by National Research Council or Forintek; requests and replies on the manual. *Retrievability:* Files arranged by individual or company.

CMH/CTS-360 *Formerly Identified as:* CMHC-690

### **Evaluation Reports**

*Description:* Information on particular products, systems or equipment that has been evaluated by CMHC. *Topics:* Requests for evaluation which could include application form; drawings; test reports; evaluation report. *Retrievability:* Files arranged by material, system or evaluated equipment using the MASTER FORMAT system.

## **Deleted Classes of Records**

CMHC-400 Community Infrastructure Research  
CMHC-420 Mortgage Capital Markets  
CMHC-430 Housing Requirements and Housing Needs  
CMHC-440 Real Estate Development Industry  
CMHC-460 National Housing Act Data

# **CANADA PORTS CORPORATION**

## **Chapter 12**



# CANADA PORTS CORPORATION

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CANADA PORTS CORPORATION  
(CPO)

CHAIRMAN

PORT SERVICES

(POR)

005 Grain Operations  
010 Engineering Services

CORPORATE SERVICES

(COR)

015 Research and Statistics

ACCESS TO INFORMATION  
CO-ORDINATOR  
PORTS CANADA  
PLACE DE VILLE, TOWER A  
320 QUEEN STREET  
OTTAWA, ONTARIO  
K1A 0N6

# CANADA PORTS CORPORATION

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## Background

The Canada Ports Corporation was established by the *Canada Ports Corporation Act* 1983. This Act amended the *National Harbours Board Act of 1936*, the *Movement Harbours and Piers Act* and the *Harbours Commission Act*. Reporting to Parliament through the Minister of Transport, Ports Canada is a Schedule C2 Crown corporation.

## Overall Responsibilities

The Canada Ports Corporation (Ports Canada), is responsible for administering its ports under a common objective and to ensure that they meet the federal government's responsibility for national ports and the optimum deployment of resources. The Canada Ports Corporation shares with other marine components the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Ports Canada is also responsible for ensuring that ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users on a competitive and cost-effective basis, both for domestic and international customers.

## Organization

The management structure of Ports Canada consists of a national board of directors, a chairman, vice-chairman, full-time president and chief executive officer, and fourteen other members serving in a part-time capacity representing broad regional and national interests in port matters. There are also four vice-presidents representing Finance, Legal Services, Port Services and Corporate Services. The Act also gives the board powers to establish local port corporations, at any of the 15 ports of Ports Canada, which meet the criteria of national and regional significance, local interest and financial viability.

The ports of St. John's (effective June 1, 1985), Halifax, Québec, Montreal, Vancouver and Prince Rupert have obtained the status of local port corporations. Other non-corporate ports are located in Saint John and Belladune, New Brunswick; Chicoutimi, Baie des Ha!Ha!, Sept-Iles, and Trois-Rivières, Québec; Prescott and Port Colborne, Ontario, and Churchill, Manitoba.

## General Information

General information may be obtained by writing or calling

Communications Services  
Ports Canada  
Place de Ville, Tower A  
320 Queen Street  
Ottawa, Ontario  
K1A 0N6  
Telephone: (613) 996-6400  
Telex: 053-4127

## Access Procedures

Official requests for Ports Canada records under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Ports Canada  
Place de Ville, Tower A  
320 Queen Street  
Ottawa, Ontario  
K1A 0N6  
Telex: 053-4127

## Port Services Branch

This branch is accountable for providing engineering and technical support services to non-corporate ports and, on request, to local port corporations. It also provides expert advice to the Corporation's board of directors and senior management in order to contribute to the safety, efficiency and cost-effectiveness of Canada Ports Corporation facilities. The branch directs grain operation at Prescott, Port Colborne and Churchill towards the achievement of established revenue and profitable objectives.

### Manuals

- Engineering Policies and Procedures

## Corporate Services Branch

This branch develops, integrates, implements and evaluates, in a timely and result-oriented manner, the planning process and the resulting plans of the corporation. The branch also develops and implements the statistical, quantitative and financial analysis systems required in support of all corporate decisions.

## Classes of Records

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CPO/POR-005 *Formerly Identified as:* PC-10

### Grain Operations

*Description:* Information on Ports Canada grain operations: *Topics:* Leases; tariffs; operation; construction; maintenance; charges; purchasing; equipment.

CPO/POR-010 *Formerly Identified as:* PC-20

### Engineering Services

*Description:* Information on the planning, design, construction and maintenance of the corporation's facilities. *Topics:* Consultants, construction and maintenance.

CPO/COR-015 *Formerly Identified as:* PC-30

### Research and Statistics

*Description:* Information and statistics on tariffs, marketing and goods. *Topics:* Tariffs; marketing; requests for information.





# **CANADA POST CORPORATION**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 13**



# **CANADIAN AVIATION SAFETY BOARD**

## **Chapter 14**



# CANADIAN AVIATION SAFETY BOARD

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## Background

The *Canadian Aviation Safety Board Act* was proclaimed May 1, 1984, taking full effect on October 1, 1984. This legislation followed acceptance by Cabinet of the recommendations made in the Dubin Report concerning Aviation Safety in Canada, which was published in May 1981.

## Laws and Regulations

The Board operates under the *Canadian Aviation Safety Board Act* and the Canadian Aviation Safety Board Regulations.

## Overall Responsibilities

The objective of the Board is to advance aviation safety

- by identifying safety deficiencies as evidenced by aviation occurrences;
- by conducting independent investigations and, if necessary, public enquiries into aviation occurrences in order to discover contributing factors and causes;
- by publicly reporting on its investigation and on the findings and by making recommendations designed to eliminate or reduce safety deficiencies.

It is not the objective of the Board to determine or apportion any blame or liability in connection with an aviation occurrence.

## Organization

The Board consists of the Chairman and six members and is supported by an executive director and five branches: Investigation, which includes six regional investigation offices; Safety Programs; Safety Engineering; Safety Medicine; and Administration.

### Regional Offices

Atlantic Region  
175 Edinburgh Drive  
P.O. Box 42  
Moncton, New Brunswick  
E1C 8K6

Québec Region  
185 avenue Dorval, Suite 403  
Dorval, Québec  
H9S 5G9

Ontario Region  
4900 Yonge Street, Suite 300  
Willowdale, Ontario  
M2N 6A5

Central Region  
333 Main Street, 14th Floor  
P.O. Box 8550  
Winnipeg, Manitoba  
R3C 0P6

Western Region  
Federal Building  
9820 - 107th Street  
Edmonton, Alberta  
T5K 1G3

Pacific Region  
Box 220, 800 Burrard Street  
Vancouver, British Columbia  
V6Z 2J8

## Major Publications

- The Aviation Occurrence Report
- The Aviation Safety Engineering Facility — A Technical Report
- Summary Reports of Civil Aircraft Occurrences in Canada
- Public Affairs Brochure

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Supervisor, Public Reports  
Canadian Aviation Safety Board  
P.O. Box 9120  
Alta Vista Terminal  
Ottawa, Ontario  
K1G 3T8  
Telephone: (819) 994-4252

## Aviation Safety Investigation Branch

This branch directs and conducts investigations into aviation occurrences, identifies safety deficiencies, prepares reports on its findings and proposes recommendations to advance aviation safety.

## Aviation Safety Programs Branch

This branch is responsible for data systems and statistical analysis, communications and public affairs, policy and planning and the evaluation of safety deficiencies, and preparation of recommendations.

## Aviation Safety Engineering Branch

The branch is responsible for the development, provision and maintenance of technologically advanced engineering services and a comprehensive material and failure test and analysis capability. These services and facilities provide the specialized technical/engineering support to the occurrence investigations conducted by the Board.

## Aviation Safety Medicine Branch

This branch, when it is established, will be responsible for the development, co-ordination and provision of technologically advanced comprehensive tests and analysis of tissues and fluids of occupants killed in aircraft accidents. These tests/analyses assist in determining condition prior to death and assess human factor aspects for each occurrence.

## Administration Branch

The branch provides financial, personnel, administrative and secretariat services required for the independent operation of the Board. The secretariat function provides direct support to the Board in the conduct of public hearings and enquiries.

## Classes of Records

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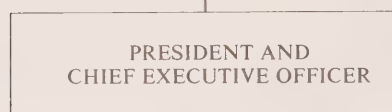
In accordance with the *Access to Information Act* the Board is currently developing classes of records as per the provisions set out in the Treasury Board Submission.

In the interim, formal requests for information pertaining to specific aviation occurrences will be processed in accordance with central agency guidelines.

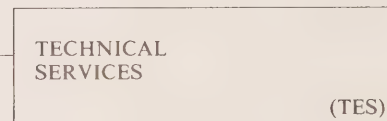
# **CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY**

## **Chapter 15**

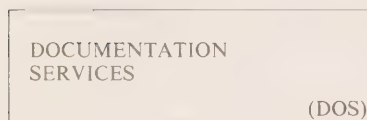
# CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY



005 CCINFO



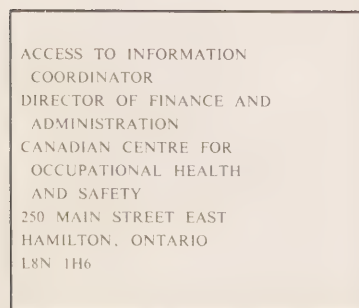
010 Material Hazards  
015 Occupational Medicine  
020 Safety  
025 Physical Hazards  
030 Statistics  
035 Occupational Health and Safety Law



040 Holdings of  
Information Resources



901 Administration  
902 Acts and Legislation  
903 Administrative and  
Management Services  
904 Co-operation and Liaison  
905 Buildings and Properties  
908 Utilities  
909 Equipment and Supplies  
910 Furniture and Furnishings  
911 Office Appliances  
912 Procurement  
913 Vehicles  
914 Finance  
915 Accounts and Accounting  
916 Audits  
917 Budgets  
918 Personnel  
919 Classification of Positions  
920 Employment and Staffing  
921 Human Resources  
922 Occupational Health, Safety  
and Welfare  
923 Official Languages  
924 Pensions and Insurance  
925 Salaries and Wages  
926 Staff Relations  
927 Training and Development





## Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a Crown Corporation under Schedule B of the *Finance and Administration Act*, created by Parliament in April 1978 to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and governments — federal, provincial and territorial.

## Overall Responsibilities

In addition to facilitating open discussion and participation, this structure ensures that policy and priorities of CCOHS accurately reflect Canadian occupational health and safety needs. This varied representation promises that CCOHS services receive support, acceptance and credibility among the client groups. CCOHS neither inspects workplaces nor sets standards; it has no regulatory jurisdiction. In the absence of vested legislative powers, CCOHS relies on the value of its services for their successful implementation.

The Centre is the national information resource in occupational health and safety; it provides information and advice understandable to the end user — the individual worker, the individual manager, and the joint health and safety committee. This information is expected to facilitate decision-making at the worksite by supporting the legislated rights to know about the hazards of work, to refuse hazardous work, and to participate in occupational health and safety programs. Information from the Centre is free of charge and is provided in French and English.

The Centre contributes to Canadian efforts to reduce job-related accidents and diseases, as the collector, interpreter and disseminator of information in occupational health and safety. To meet these information needs in Canada, the Centre increasingly relies on computerized information systems. Under the direction of a tripartite committee of the Council of Governors, it is establishing a national network of connected organizations and providing training and support to its users. To meet users' needs for simple, rapid and easy nationwide access to current worldwide knowledge of occupational health and safety, it is creating databases (electronic information banks) and acquiring international databases; in particular, it is creating databases of direct information, which give information directly, as opposed to bibliographic databases which refer the user to sources of information. Based on their experience in answering enquiries, CCOHS subject specialists prepare publications. Publications and computerized information are planned to eventually carry a major load of enquiries.

## Organization

The policies of CCOHS are established by the Council of Governors, which consists of a chairman, and 39 representatives of labour, employers and governments; it meets three times a year in various parts of Canada. The council is independent of the government of the day. CCOHS is located in Hamilton, Ontario and its operations are led by a President and Chief Executive Officer and organized into four divisions: Information Systems Services, Technical Services, Documentation Services and Finance and Administration Services. The directors report to the President and Chief Executive Officer.

## Key Contacts

Under a policy developed by the council, the Centre has established a series of computerized links with organizations active in occupational health and safety across Canada. Enquirers may contact these organizations for information through the Centre's on-line information service. The present connected organizations are as follows:

## Connected Organizations

### Government

Ms Laurie Nowakowski  
Head, Occupational Health  
and Safety  
Department of Justice and  
Public Services  
Government of the Northwest Territories  
Yellowknife, Northwest Territories  
X1A 2L9  
Telephone: (403) 873-7468

Mr W. Keith McLaughlin  
Head Librarian  
Alberta Workers' Health,  
Safety and Compensation  
Occupational Health and Safety Division  
10709 Jasper Avenue  
Edmonton, Alberta  
T5J 3N3  
Telephone: (403) 427-3530/3567

Ms Elaine Siddons  
Secretary  
Department of Labour  
Occupational Health and Safety Branch  
1150 Rose Street  
Regina, Saskatchewan  
S4P 3V7  
Telephone: (306) 565-4494

Ms Barbara Makeechak  
Executive Assistant  
Saskatchewan Federation of Labour  
103-2709 12th Avenue  
Regina, Saskatchewan  
S4T 1J3  
Telephone: (306) 525-0197

Mr Pat Newmann  
Representative  
North Saskatchewan Building  
and Construction Trade Council  
315 Avenue M South  
Saskatoon, Saskatchewan  
S7M 2K5  
Telephone: (306) 652-4387

Mr Louis L. Marceau  
Representative  
South Saskatchewan Building  
and Construction Trade Council  
101-2709 12th Avenue  
Regina, Saskatchewan  
S4T 1J3  
Telephone: (306) 527-0496

Ms Dorothy Wigmore  
Industrial Hygienist  
Department of Environment  
and Workplace Safety and Health  
Suite 1000  
330 St. Mary Avenue  
Winnipeg, Manitoba  
R3C 3X5  
Telephone: (204) 945-5765

## CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

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Ms Lissa Donner  
Executive Director  
MFL Occupational Health Center Inc.  
104-570 Portage Avenue  
Winnipeg, Manitoba  
R3C 0G4  
Telephone: (204) 786-5881

Mr Glen McGruer  
Research Officer  
Manitoba Teachers' Society  
191 Harcourt Street (at Portage Avenue)  
Winnipeg, Manitoba  
R3J 3H2  
Telephone: (204) 888-7961

Ms Janice Rempel  
Administrative Secretary  
Workers' Compensation Board  
333 Maryland Street  
Winnipeg, Manitoba  
R3G 1M2  
Telephone: (204) 786-5471

Mr John Fortier  
Industrial Hygienist  
Mines Accident Prevention  
Association of Manitoba  
Suite 1730, Lakeview Square  
155 Carlton Street  
Winnipeg, Manitoba  
R3C 3H8  
Telephone: (204) 942-2789

Mrs Jean Collins-Williams  
A/Head Librarian  
Ministry Library  
Ontario Ministry of Labour  
400 University Avenue  
Toronto, Ontario  
M7A 1T7  
Telephone: (416) 965-1641

Mr Wayne Cayen  
Working Environment Inspector  
Ontario Ministry of Labour  
Mining, Safety and Health Branch  
260 Cedar Street  
Sudbury, Ontario  
P3B 3X2  
Telephone: (705) 675-4468

Mrs Cyrel Shoub  
Resource Group Co-ordinator  
Construction Safety Association  
of Ontario  
74 Victoria Street  
Toronto, Ontario  
M5C 1A5  
Telephone: (416) 366-1501

Ms Marion Frank  
Resource Librarian  
Industrial Accident Prevention  
Association of Ontario  
23rd Floor  
2 Bloor Street East  
Toronto, Ontario  
M4W 3C2  
Telephone: (416) 965-8888

Mr Ron Angus  
Safety Specialist  
Workers' Compensation Board  
Safety Education Division  
Suite 604  
80 Bloor Street West  
Toronto, Ontario  
M5S 2V1  
Telephone: (416) 927-4873

Mr Brad Kerr  
Co-ordinator, Hazardous Substances Program  
Ontario Hospital Association  
Health Care Occupational Health  
and Safety Association  
150 Ferrand Drive  
Don Mills, Ontario  
M3C 1H6  
Telephone: (416) 429-2661

Ms Madeleine Dennis  
Co-ordinator of Development and Education  
Northeastern Ontario Occupational  
Health and Safety Resource Centre  
(Laurentian University)  
1400 Barrydowne  
Sudbury, Ontario  
P3A 3V8  
Telephone: (705) 566-8101

Ontario Ministry of Labour  
Thunder Bay Regional Office  
435 James Street South  
Thunder Bay, Ontario  
P7E 6E3

Mr Irvin Bauch  
Industrial Health and Safety Branch  
Telephone: (807) 475-1691

Mr Marcel Caron  
Mining Health and Safety Branch  
Telephone: (807) 475-1675

Mr Terry Wark  
Construction Health and  
Safety Branch  
Telephone: (807) 475-1691

Ontario Ministry of Labour  
London Regional Branch  
205 Oxford Street East  
2nd Floor  
London, Ontario  
N6A 5G6

Dr Om Malik  
Occupational Health Branch  
Telephone: (519) 439-3231

Mr Marcel Djivre  
Mining Health and Safety Branch  
Telephone: (519) 439-3231

Mr John Whiting  
Area Engineer  
Ontario Ministry of Labour  
Mining Health and Safety Branch  
10720 Yonge Street, Suite 218  
Richmond Hill, Ontario  
L4C 3C9  
Telephone: (416) 884-6551

## CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

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Mr James Brophy  
Executive Director  
Windsor Occupational Health  
Information Service  
824 Tecumseh Road East  
Windsor, Ontario  
N8X 2S3  
Telephone: (519) 254-9808

Ms Suzanne L'Heureux  
Bibliothécaire  
Commission de la santé et  
de la sécurité au travail  
1199, rue Bleury  
Montréal, Québec  
H3C 4E1  
Telephone: (514) 873-8427

Mr François Lemay  
Institut de recherche en santé  
et sécurité du travail du Québec  
505 ouest, de Maisonneuve  
C.P. 899, Succursale "A"  
Montréal, Québec  
H3C 2V8  
Telephone: (514) 288-1551

Mr Rick Powers  
Manager, Administration  
and Data Services  
Occupational Health and Safety  
Commission  
P.O. Box 6000  
Fredericton, New Brunswick  
E3B 5H1  
Telephone: (506) 453-2467

Mr James LeBlanc  
Occupational Hygienist  
Division of Occupational Health  
Department of Health  
P.O. Box 488  
Halifax, Nova Scotia  
B3J 2R8  
Telephone: (902) 424-6660

Ms Brenda Penny  
Occupational Health  
Nurse Consultant  
Atlantic Foundation for Occupational  
and Environmental Health  
420 Gateway Avenue, Suite C  
Sydport Industrial Park  
P.O. Box 867  
Sydney, Nova Scotia  
B1P 6J1  
Telephone: (902) 562-5532

Mr Gerald P. Wood  
Occupational Hygienist  
Government of Newfoundland  
and Labrador  
Occupational Health and Safety Division  
Department of Labour and Manpower  
Beothuck Building  
Crosbie Place  
St. John's, Newfoundland  
A1C 5T7  
Telephone: (709) 576-2644

Mr Serge Cadieux  
Technical Information Officer  
Labour Canada  
Occupational Health and Safety Branch  
Place du Portage  
Phase II  
Hull, Québec  
K1A 0J2  
Telephone: (819) 997-0038

Mr Jean Beaulieu  
Section Manager  
Health and Safety (Studies)  
Bell Canada  
1050 Beaver Hall Hill  
Room 620  
Montréal, Québec  
H3C 3J4  
Telephone: (514) 870-2497

Mr Russell Harman  
Manager  
Occupational Health and Safety  
Bell Canada  
393 University Avenue  
Toronto, Ontario  
M5G 1W9  
Telephone: (416) 599-6991

Ms Françoise Rivest  
Directrice  
Laboratoire Assurance  
de la Qualité  
Bell Canada  
2265 Roland Therrien  
Longueuil, Québec  
J4N 1C5  
Telephone: (514) 647-6651

Mme Louise Hall  
Coordonnatrice en Santé  
et Sécurité  
Public Service Alliance of Canada  
233 Gilmour Street  
Room 30  
Ottawa, Ontario  
K2P 0P1  
Telephone: (613) 560-4328

Mr Don Lord  
Director, Industrial Hygiene  
Canada Post Corporation  
Station 50  
Ottawa, Ontario  
K1A 0B1  
Telephone: (613) 995-7604

Ms Suzanne Proulx  
Secretary  
Canadian Union of Public Employees  
21 Florence Street  
Ottawa, Ontario  
K2P 0W6  
Telephone: (613) 237-1590



## CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

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### Employers and Labour

Ms Susan Sanderson  
Director, Occupational  
Health and Safety  
British Columbia Federation of Labour  
3110 Boundary Road  
Burnaby, British Columbia  
V5M 4A2  
Telephone: (604) 430-1421

Mr Dave Lee  
Occupational Health and  
Safety Officer  
B.C. Government Employees'  
Union (BCGEU)  
4911 Canada Way  
Burnaby, British Columbia  
V5G 3W3  
Telephone: (604) 291-9611

Ms Christine Micklewright  
Vice General Chairperson  
Airline System Board 435  
Brotherhood of Railway and  
Airline Clerks (CLC)  
Suite 403, Airport Square  
1200 West 73rd Avenue  
Vancouver, British Columbia  
V6P 6G5  
Telephone: (604) 263-3323/1119

Mr Larry Stoffman  
Director  
Occupational Health and  
Safety  
Retail Clerks Union  
4021 Kingsway  
Burnaby, British Columbia  
V5H 1Y9  
Telephone: (604) 434-3101

Ms Kathryn Filsinger  
Industrial Relations  
Advisor for Ontario Division  
Canadian Manufacturers' Association  
1 Yonge Street  
Toronto, Ontario  
M5E 1J9  
Telephone: (416) 363-7261

Mr Karl Doerwald  
Divisional Industrial Hygienist  
General Motors of Canada  
215 Williams Street East  
Oshawa, Ontario  
L1G 1K7  
Telephone: (416) 644-6012  
Occupational Health Hygienist

Mr Gary Bucholz  
Atlas Steels  
A Division of Rio Algom Limited  
P.O. Box 1000  
Welland, Ontario  
L3B 5R7  
Telephone: (416) 735-5661 Ext. 567

Ms Margaret Abela  
Ontario Federation of Labour  
Suite 703  
15 Gervais Drive  
Don Mills, Ontario  
M3C 1Y8  
Telephone: (416) 441-1939

Mr Gary Cwitco  
National Representative  
Communication Workers of Canada  
25 Cecil Street  
Suite 201  
Toronto, Ontario  
M5T 1N1  
Telephone: (416) 977-6678

Mr Burt Hart  
Health and Safety Assistant  
Ontario Public Service  
Employees Union  
1901 Yonge Street  
Toronto, Ontario  
M4S 2Z5  
Telephone: (416) 482-7423 Ext. 262

Ms Monique Stegen  
United Steelworkers of America  
District 6  
100 Lombard Street  
Toronto, Ontario  
M5C 1L4  
Telephone: (416) 366-4991

Ms Kim Perrotta  
Health and Safety  
Research Officer  
United Electrical Workers of Canada  
10 Codeco Court  
Don Mills, Ontario  
M3A 1A2  
Telephone: (416) 447-5196

Ms Sharon Douglas  
Petroleum Association for the Conservation  
of the Canadian Environment (PACE)  
1202-275 Slater Street  
Ottawa, Ontario  
K1P 5H9  
Telephone: (613) 236-9122

Mrs Rebecca Jones  
Information Specialist,  
Business Information Centre  
Imperial Oil Ltd  
111 St Clair Ave. West  
Toronto, Ontario  
M5W 1K3  
Telephone: (416) 968-4866

Ms Elizabeth Zuba  
Librarian  
Shell Canada Limited  
P.O. Box 2546  
Station M  
Calgary, Alberta  
T2P 4A6  
Telephone: (403) 232-2613

Mr Jim Walbridge  
Industrial Hygiene Division  
Syncrude Canada Ltd.  
P.O. Bag 4009  
Mail Drop 1060  
Fort McMurray, Alberta  
T9H 3L1  
Telephone: (403) 790-8708

# CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

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Mr Henrik Vogt  
Industrial Hygiene Analyst  
Texaco Canada Inc.  
90 Wynford Drive  
Don Mills, Ontario  
M3C 1K5  
Telephone: (416) 441-7640

Ms Dorothy Simmonds  
Administrative Assistant  
Ultramar Canada Inc.  
1 Valleybrook Drive  
Don Mills, Ontario  
M3B 2S8  
Telephone: (416) 445-2515

Ms Margo Seddon  
Manager, Occupational  
Hygiene Eastern Region  
Gulf Canada Ltd.  
800 Bay Street  
Toronto, Ontario  
M5S 1Y8  
Telephone: (416) 927-2798

Adhesive and Sealants Manufacturers' Association  
31 Alexander Street  
Suite 518  
Toronto, Ontario  
M4Y 1B2

Mr John Harrison  
Quality Control Manager  
Lepage's Limited  
50 West Drive  
Bramalea, Ontario  
L6T 2J4  
Telephone: (416) 459-1140

Mr Michael Cloghesy  
Director, Technical Services  
Canadian Paint and Coatings Association  
Suite 825  
515 St. Catherine Street West  
Montréal, Québec  
H3B 1B4  
Telephone: (514) 285-6381

Mr Richard Tully  
Co-ordinator — Regulatory Affairs  
Bayer (Canada) Inc.  
7600 Trans-Canada Highway  
Pointe Claire, Québec  
H9R 1C8  
Telephone: (514) 697-5550

Mr Peter Fletcher  
Executive Manager  
Canadian Society for Safety Engineering  
1087 Meyerside Drive  
Suite 5  
Mississauga, Ontario  
L5T 1M5  
Telephone: (416) 678-1668

Ms Gillian Belfontaine  
Ontario Hydro  
757 McKay Road  
Pickering, Ontario  
L1W 3C8  
Telephone: (416) 683-7516

## Experimental Connections

Dr Edouard Bastarache  
Directeur  
Centre de Recherches  
Appliquées Richelieu-Yamaska  
30 rue Ferland  
Sorel, Québec  
J3P 3C7  
Telephone: (514) 743-2705

## Connections for the Purpose of Information Exchange

Mrs Dianne Chiasson  
Librarian  
Canada Institute for Scientific  
and Technical Information  
Montreal Road (M55)  
Ottawa, Ontario  
K1A 0S2  
Telephone: (613) 993-2013

Mr John Mathews  
Research Officer  
ACTU-VTHC Occupational Health  
and Safety Unit  
Trades Hall  
Box 93  
Carlton South, 3053  
Victoria, Australia  
Telephone: (03) 662-3511

Mr Stevan Mircic  
Edvard Kardelj Institut  
Institute of Occupational  
Safety Documentation  
Visegradska 33  
28000 Nis  
Yugoslavia

Dr John Chong  
Assistant Professor  
McMaster University  
Occupational Health Program  
1200 Main Street West  
Hamilton, Ontario  
L8N 3Z5  
Telephone: (416) 525-9140 Ext. 2334

Dr Barry Kurtzer  
Physician-In-Chief  
MDS Health Care Services  
Evans Medical Industrial Clinic  
364 Evans Avenue  
Toronto, Ontario  
M8Z 1K5  
Telephone: (416) 252-5885

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Director of Finance and Administration  
Canadian Centre for Occupational Health and Safety  
250 Main Street East  
Hamilton, Ontario  
L8N 1H6  
Telephone: (416) 523-2981

## Information Systems Services

This service provides a national computerized service of information on occupational health and safety and maximizes the results of the

# CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

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collective activities of CCOHS staff by establishing and operating a computerized information service aimed at providing users with simple, rapid and easy nationwide access to current worldwide knowledge on occupational health and safety, in a manner directly responsive to their needs, and by meeting all the other electronic data processing (EDP) requirements of CCOHS.

## Technical Services

In response to requests for information on occupational health and safety problems, Technical Services provides expert information and advice on recognition, evaluation, and control of workplace hazards.

## Documentation Services

Documentation Services is responsible for acquiring, organizing and disseminating information on occupational health and safety in support of the Information and Advisory Service. It operates the Enquiries Office and participates in the Enquiries Service. It produces an online catalogue and participates in database development.

## Finance and Administration Services

Finance and Administration Services provides centralized planning and control; management, administrative and support services necessary for the effective operation of CCOHS. Finance and Administration promotes the use of and publicizes CCOHS' services through the distribution of publications — newsletters, brochures, technical reports, annual report, and specialized reports.

## Classes of Records

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OHS/ISS-005 *Formerly Identified as:* CCOHS-10

### CCINFO

*Description:* Bibliographic references on occupational health and safety topics; direct information on chemical products used in the Canadian workplace; pure chemicals; enquiries received by CCOHS; mailing addresses. *Topics:* (Databases) CISILO — bibliographic information on the entire range of occupational health and safety topics; NIOSHTIC — bibliographic information on the entire range of occupational health and safety topics; INFODOC — bibliographic information on CCOHS' document holdings; TN (Trade Names) — direct information on hazards, protective measures and handling procedures for chemical products; CHEMINFO — direct information on pure chemicals.

OHS/TES-010 *Formerly Identified as:* CCOHS-20

### Material Hazards

*Description:* Files on adverse effects caused by workplace exposure to chemicals, and health and safety problems of selected industries or occupations. *Topics:* Chemical, physical and toxicological properties of industrial chemicals.

OHS/TES-015 *Formerly Identified as:* CCOHS-30

### Occupational Medicine

*Description:* Information on the relationship between occupation and disease and occupational medical services. *Topics:* Occupational diseases; employee health services.

OHS/TES-20 *Formerly Identified as:* CCOHS-40  
**Safety**

*Description:* Information on workplace safety hazards. *Topics:* Safe work practices, equipment, workplace design.

OHS/TES-025 *Formerly Identified as:* CCOHS-50

### Physical Hazards

*Description:* Information on adverse effects associated with occupational exposure to radiation, vibration, light and extremes of temperature and pressure. *Topics:* Ionizing radiation, non-ionizing, light, temperature, pressure, noise and vibration.

OHS/TES-030 *Formerly Identified as:* CCOHS-60

### Statistics

*Description:* Information on accident and disease rates among workers, and health experience of selected occupations. *Topics:* Accident statistics, disease statistics, occupational epidemiology.

OHS/TES-035 *Formerly Identified as:* CCOHS-70

### Occupational Health and Safety Law

*Description:* Information on Canadian and selected international laws, regulations, codes and standards regarding conditions of work. *Topics:* Statutes, regulations, codes.

OHS/DOS-040 *Formerly Identified as:* CCOHS-80

### Holdings of Information Resources

*Description:* The finding aids to the collections are in the form of three databases: CIS, NIOSHTIC and INFODOC. *Topics:* The majority of holdings are on subjects in occupational health and safety. Examples of other subjects include information science; management.

OHS/FIN-901 *Formerly Identified as:* NO REFERENCE

### Administration (New)

*Description:* See Standard Classes of Records.

OHS/FIN-902 *Formerly Identified as:* NO REFERENCE

### Acts and Legislation (New)

*Description:* See Standard Classes of Records.

OHS/FIN-903 *Formerly Identified as:* NO REFERENCE

### Administrative and Management Services (New)

*Description:* See Standard Classes of Records.

OHS/FIN-904 *Formerly Identified as:* NO REFERENCE

### Cooperation and Liaison (New)

*Description:* See Standard Classes of Records.

OHS/FIN-905 *Formerly Identified as:* NO REFERENCE

### Buildings and Properties (New)

*Description:* See Standard Classes of Records.

OHS/FIN-908 *Formerly Identified as:* NO REFERENCE

### Utilities (New)

*Description:* See Standard Classes of Records.

OHS/FIN-909 *Formerly Identified as:* NO REFERENCE

### Equipment and Supplies (New)

*Description:* See Standard Classes of Records.

OHS/FIN-910 *Formerly Identified as:* NO REFERENCE

### Furniture and Furnishings (New)

*Description:* See Standard Classes of Records.

OHS/FIN-911 *Formerly Identified as:* NO REFERENCE

### Office Appliances (New)

*Description:* See Standard Classes of Records.

OHS/FIN-912 *Formerly Identified as:* NO REFERENCE

### Procurement (New)

*Description:* See Standard Classes of Records.



## CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

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OHS/FIN-913 *Formerly Identified as:* NO REFERENCE  
**Vehicles (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-914 *Formerly Identified as:* NO REFERENCE  
**Finance (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-915 *Formerly Identified as:* NO REFERENCE  
**Accounts and Accounting (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-916 *Formerly Identified as:* NO REFERENCE  
**Audits (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-917 *Formerly Identified as:* NO REFERENCE  
**Budgets (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-918 *Formerly Identified as:* NO REFERENCE  
**Personnel (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-919 *Formerly Identified as:* NO REFERENCE  
**Classification of Positions (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-920 *Formerly Identified as:* NO REFERENCE  
**Employment and Staffing (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-921 *Formerly Identified as:* NO REFERENCE  
**Human Resources (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-922 *Formerly Identified as:* NO REFERENCE  
**Occupational Health, Safety and Welfare (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-923 *Formerly Identified as:* NO REFERENCE  
**Official Languages (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-924 *Formerly Identified as:* NO REFERENCE  
**Pensions and Insurance (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-925 *Formerly Identified as:* NO REFERENCE  
**Salaries and Wages (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-926 *Formerly Identified as:* NO REFERENCE  
**Staff Relations (New)**

*Description:* See Standard Classes of Records.

OHS/FIN-927 *Formerly Identified as:* NO REFERENCE  
**Training and Development (New)**

*Description:* See Standard Classes of Records.



# **CANADIAN COMMERCIAL CORPORATION**

## **Chapter 16**



# CANADIAN COMMERCIAL CORPORATION

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CANADIAN COMMERCIAL CORPORATION

(CCC)

005 Canadian Commercial Corporation Files

ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADIAN COMMERCIAL  
CORPORATION  
112 KENT STREET  
PLACE DE VILLE, TOWER B  
OTTAWA, ONTARIO  
K1A 1E9

# CANADIAN COMMERCIAL CORPORATION

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## Background

A Crown Corporation established in 1946, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister for International Trade (the Secretary of State for External Affairs Canada). Its mandate is to assist in the development of trade between Canada and other nations.

## Overall Responsibilities

The Corporation's principal activity is to make sales to foreign governments and international agencies on behalf of Canadian suppliers. In all transactions, it assumes the role of prime contractor undertaking to deliver a product, service or project package to the foreign customer with a "back-to-back" obligation from a Canadian supplier. The work to be done is sub-contracted to private sector firms and/or other government departments or agencies.

The Corporation takes care of inspection, acceptance, shipping, payment to suppliers and collection from customers. The advantages of this include:

- a reduction in the complexity of export sales for Canadian firms, and an assurance to foreign customers that suppliers are financially and technically capable of meeting bid specifications and conforming to contract terms;
- access by suppliers to government-to-government procurement opportunities, and an assurance to foreign buyers of equitable prices and terms from Canadian suppliers;
- encouraging foreign customers to deal with smaller or less well-known Canadian firms, backed by the security of Canadian government support through the CCC; and
- expedition of the payment process.

Since 1946, Canadian Commercial Corporation has served more than 90 foreign governments and international agencies in transactions totalling more than \$12 billion. Annual export sales for 1984-85 were \$781 million. At any one time, CCC has active contracts with more than 300 Canadian firms.

## Organization

The Board of Directors is comprised of Canadian business executives, senior public servants and the acting president of the Corporation. In addition to the Executive and Audit Committees, an Industry Advisory Committee ensures up-to-date awareness of Canadian business needs and international trade developments.

The Corporation's headquarters maintains a staff of some 20 persons. Approximately 98 people at the Export Supply Branch and Supply and Services Canada product centres provide sourcing and contracting services to the Corporation. CCC has total assets of approximately \$380 million; annual expenses of \$17 million, 88 per cent of which is paid to Supply and Services Canada for services provided.

The Corporation's activities complement those of other export-related

groups and agencies of the Canadian government, including the International Trade Development units of the Department of External Affairs, and its trade commissioners abroad (export marketing); the Export Development Corporation (export financing and insurance); and Canadian International Development Agency (loans and grants to developing countries).

## Key Contacts

### Headquarters

Business Development Officer or Information Officer  
Canadian Commercial Corporation  
112 Kent Street  
Place de Ville  
Tower B, 17th Floor  
Ottawa, Ontario  
K1A 1E9  
Telephone: (613) 996-0034

### Export Supply Branch

Business Development Officer  
Canadian Commercial Corporation  
Ottawa, Ontario  
K1A 0S6  
Telephone: (819) 994-0960

### Western Office

Business and Project Development Officer  
Canadian Commercial Corporation  
Bentall Tower IV  
P.O. Box 49178  
Vancouver, British Columbia  
V7X 1K8  
Telephone: (604) 666-3940

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
112 Kent Street  
Place de Ville, Tower B  
Ottawa, Ontario  
K1A 1E9  
Telephone: (613) 996-0034 or 996-0035

## Classes of Records

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CCC/CCC-005 *Formerly Identified as:* CCC-10

### Canadian Commercial Corporation Files

*Description:* The Corporation's files contain information related to foreign governments and international affairs; procurement; contracting and financing. *Topics:* Exports; contracts; defence industry; developing countries; Export Development Corporation; External Affairs Canada; foreign governments; foreign posts; foreign trade; international trade; supplier listings and contracts; trade development; World Bank.





# **ANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD**

## **Chapter 17**

# CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

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CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

(CPE)

MOVABLE CULTURAL  
PROPERTY SECRETARIAT

(CPI)

005 Exports and Imports

ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADIAN CULTURAL PROPERTY  
EXPORT REVIEW BOARD  
MOVABLE CULTURAL PROPERTY  
SECRETARIAT  
JOURNAL TOWER NORTH  
300 SLATER STREET, ROOM 366  
OTTAWA, ONTARIO  
K1A 0C8

# CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

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## Background

The Canadian Cultural Property Export Review Board was created by the *Cultural Property Export and Import Act*, proclaimed in November 1977. Its purpose is to preserve in Canada the best examples of Canadian heritage in movable cultural property. This is accomplished through a system of export controls, tax incentives for individuals who donate or sell cultural objects to public institutions and grants to assist institutions in purchasing cultural objects under certain circumstances.

## General Responsibilities

The responsibilities of the Review Board are to review applications for export permits, to make determinations on fair cash offers to purchase cultural property, to make determinations for the purposes of the *Income Tax Act*, to provide advice to the minister on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the minister, pursuant to Section 29 of the Act, grants and loans to designated institutions and public bodies in Canada for the purchase of objects for which export permits have been refused under the Act, or for the purchase of cultural property outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

## Flow of Applications for Export Permits

When reviewing an application for an export permit the Board must determine whether the object in question is included in the Canadian Cultural Property Export Control List; is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities or its value to the study of the arts or sciences; and whether the object is of such a degree of national importance that its loss would significantly diminish the national heritage.

## Applications for Certification of Cultural Property for Income Tax Purposes

When the Review Board determines that the cultural property

subject of an application meets the criteria of outstanding significance and national importance and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old and made by a living person may qualify. It should also be noted that a certified cultural property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent deductibility provision under the *Income Tax Act*.

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Canadian Cultural Property Export Review Board  
Movable Cultural Property Secretariat  
Journal Tower North  
300 Slater Street  
Room 366  
Ottawa, Ontario  
K1A 0C8  
Telephone: (613) 990-4161

## Classes of Records

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CPE/CPI-005 Formerly Identified as: CCPERB-10

### Cultural Property Exports and Imports

*Description:* Information on the export of cultural objects in the National Treasure category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the *Cultural Property Export and Import Act*. *Topics:* Implementation of the *Cultural Property Export and Import Act*; export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors.





# **CANADIAN DAIRY COMMISSION**

## **Chapter 18**

# CANADIAN DAIRY COMMISSION

## CANADIAN DAIRY COMMISSION

(CDC)

## THE COMMISSION

(COM)

005 Commission Rules of Procedure  
010 Liaison with Federal and  
Provincial Agencies  
015 Administrative Policies  
020 Consultative Committee  
025 Canadian Milk Supply  
Management Committee

## POLICY AND ECONOMICS

(PEC)

030 Policy

## SUBSIDY OPERATIONS

(SOP)

035 Producers  
040 Plants and Provincial Agencies  
045 Production of Milk and Cream  
050 Subsidy Rules and Regulations  
055 Subsidy Payments  
060 Levies

## MARKETING OPERATIONS

(MOP)

065 Sales  
070 Purchases  
075 Warehousing  
080 Transport  
085 Inventories  
090 Export Assistance  
095 Animal Feed Assistance  
100 Domestic Product Promotion,  
Product and Market Research

ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADIAN DAIRY COMMISSION  
2197 RIVERSIDE DRIVE  
OTTAWA, ONTARIO  
K1A 0Z2



## Background

The Canadian Dairy Commission was established by an Act of Parliament in October 1966. The Commission is accountable to Parliament. It consists of three members appointed by the Governor-in-Council: a chairman, a vice-chairman, and one other member. Commissioners are responsible to the Minister of Agriculture and their offices are in Ottawa. The Act also provides for the establishment of a consultative committee. This committee, composed of nine members appointed by the Minister, represents a variety of interests. The committee provides the Commission with advice on production and marketing matters.

## Laws and Regulations

Canadian Dairy Commission Act  
Agriculture Stabilization Act

## Overall Responsibilities

The Commission plays a major role in developing the industrial milk industry in Canada. As stated in the Act, its objectives are

- to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment; and
- to provide dairy product consumers with a continuous and adequate supply of high quality dairy products.

To achieve these objectives, the Commission calculates a target price for industrial or manufacturing milk and cream, based on the returns adjustment formula; administers an offer-to-purchase program for butter and skim milk powder at prices approved by the government; pays a subsidy on qualifying industrial or manufacturing milk and cream shipments directly to dairy farmers (which makes dairy products more affordable for consumers); forecasts and monitors the supply and demand of dairy products; markets dairy products both domestically and on export markets; conducts dairy product and market research, and recommends dairy policy to the Minister of Agriculture.

The chairman of the Commission chairs the Canadian Milk Supply Management Committee. This committee administers the Comprehensive Milk Marketing Plan signed by all industrial or manufacturing milk- and cream-producing provinces. The committee is composed of representatives of provincial producer marketing boards, provincial government agencies and the Commission that represents the federal government. A major responsibility of this committee is the supply management of industrial milk and cream in Canada.

## Major Publications

The Commission publishes an annual report and issues bulletins on contributions to dairy policy and regulations. There is also a list of available research reports, articles and studies on dairy policy, products and markets.

## Access Procedures

Both informal enquiries and formal requests for information about the Commission and its operations under the *Access to Information Act* could be addressed to

Access to Information Co-ordinator  
Canadian Dairy Commission  
2197 Riverside Drive  
Ottawa, Ontario  
K1A 0Z2  
Telephone: (613) 998-9490

## The Commission

The Commission establishes policy and administrative guidelines and objectives for the corporation, maintains constant liaison with federal and provincial government departments and agencies, representatives of producers and processors, prepares policy recommendations for the industry and the government, receives advice from the Consultative Committee to the Commission and chairs the Canadian Milk Supply Management Committee.

## Policy and Economics

The section provides analysis and advice on dairy-related issues.

## Subsidy Operations

The section administers the payment of subsidies on qualifying shipments of industrial milk and cream to producers in order to make dairy products more affordable to consumers. This involves processing applications for registration of producers permits, maintaining records of provincial and individual producer market share quotas and milk and cream production, the payment of subsidies on the basis of those records, directing and controlling the levy program.

## Marketing Operations

These operations involve both domestic and export activities, the purchase, sale, transport, warehousing, financing and payment of export and animal feed assistance on dairy products under the Commission's domestic price support and special export program (products involved are butter, skim milk powder, cheese, evaporated milk, whole milk powder and specialty products). Also included is the funding of product promotion and market research.

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## Classes of Records

CDC/COM-005 *Formerly Identified as:* CDC-10

### Commission Rules of Procedure

*Description:* Corporate rules of procedure describing how the Commission operates and the specific responsibilities of the three commissioners.

CDC/COM-010 *Formerly Identified as:* CDC-20

### Liaison with Federal and Provincial Agencies

*Description:* Communications, agreements, etc., between the Commission and federal and provincial departments and agencies, and representatives of the industry and interest groups. *Retrievability:* Files arranged by subject, individual, and province.

CDC/COM-015 *Formerly Identified as:* CDC-30

### Administrative Policies

*Description:* The administrative policies for the entire Commission.

CDC/COM-020 *Formerly Identified as:* CDC-40

### Consultative Committee

*Description:* Information regarding this nine-member advisory body to the Commission, which represents a variety of interests — farmers, processors, wholesalers, retailers and consumers. *Retrievability:* Files arranged chronologically by subject.

CDC/COM-025 *Formerly Identified as:* CDC-50

### Canadian Milk Supply Management Committee

*Description:* Information on the Commission's activities as chairman of the Canadian Milk Supply Management Committee, which administers the federal-provincial agreement, the Comprehensive Milk Marketing Plan. *Topics:* National industrial milk and cream supply management systems. *Retrievability:* Files arranged chronologically, by subject, and by province.

## CANADIAN DAIRY COMMISSION

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**CDC/PEC-030** *Formerly Identified as:* CDC-55  
**Policy**

*Description:* Information on policy development; consultations with other federal agencies and provincial, producer and processor agencies, boards and organizations, on income support, price stability, research on price determination, statistical data, reports, forecasts, trends, related correspondence. *Topics:* Milk and milk-product production, demand, sales, costs of milk product and processing, market share quotas, stocks, levies, targets, federal support and product prices.

**CDC/SOP-035** *Formerly Identified as:* CDC-60  
**Producers**

*Description:* Information on each producer. *Topics:* Monthly milk production; market share quotas; monthly subsidy payments; communications with either the producer or provincial agency. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by individual and province.

**CDC/SOP-040** *Formerly Identified as:* CDC-70  
**Plants and Provincial Agencies**

*Description:* Listing of milk processing plants in Canada, provincial milk marketing agencies and the records of milk shipments and levies. *Retrievability:* Files arranged by product, province and plant.

**CDC/SOP-045** *Formerly Identified as:* CDC-80  
**Production of Milk and Cream**

*Description:* Information on industrial milk and cream production by producer, by province (and in some cases by plant) and a variety of summary tables such as summer-winter milk production by province, and degree of integration by province. *Retrievability:* Files arranged by product, individual, and province.

**CDC/SOP-050** *Formerly Identified as:* CDC-90  
**Subsidy Rules and Regulations**

*Description:* Rules and regulations on the eligibility for and payment of subsidy to milk producers on their qualifying shipments of industrial milk and cream.

**CDC/SOP-055** *Formerly Identified as:* CDC-100  
**Subsidy Payments**

*Description:* Information on payments made to producers for qualifying shipments of industrial milk and cream. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by registration number sequence and province.

**CDC/SOP-060** *Formerly Identified as:* CDC-110  
**Levies**

*Description:* Information on funds collected by provinces from producers and remitted to the Commission to cover costs of exporting dairy products, surplus to domestic needs. *Retrievability:* Files arranged by subject matter and province.

**CDC/MOP-065** *Formerly Identified as:* CDC-120  
**Sales**

*Description:* Quotes, negotiations and contracts of dairy products marketed by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country, and company.

**CDC/MOP-070** *Formerly Identified as:* CDC-130  
**Purchases**

*Description:* Tenders, negotiations and contracts of purchases of dairy products by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country and company.

**CDC/MOP-075** *Formerly Identified as:* CDC-140  
**Warehousing**

*Description:* Tenders, negotiations and contracts for storage facilities used by the Commission to store dairy products across Canada. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by province, port, company, and city.

**CDC/MOP-080** *Formerly Identified as:* CDC-150  
**Transport**

*Description:* Tenders, negotiations and agreements for the truck, train and boat transport used by the Commission to move dairy products. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by mode, commodity, country, province, company, and product.

**CDC/MOP-085** *Formerly Identified as:* CDC-160  
**Inventories**

*Description:* Inventories of dairy products held by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product and warehouse.

**CDC/MOP-090** *Formerly Identified as:* CDC-170  
**Export Assistance**

*Description:* Information on the payment of dairy farmers funded export assistance on dairy products marketed by exporters. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company and product.

**CDC/MOP-095** *Formerly Identified as:* CDC-180  
**Animal Feed Assistance**

*Description:* Information on the use of dairy farmer levy funds to make skim milk powder available for animal feed when the domestic market is short of such supplies. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company.

**CDC/MOP-100** *Formerly Identified as:* CDC-190  
**Domestic Product Promotion, Product and Market Research**

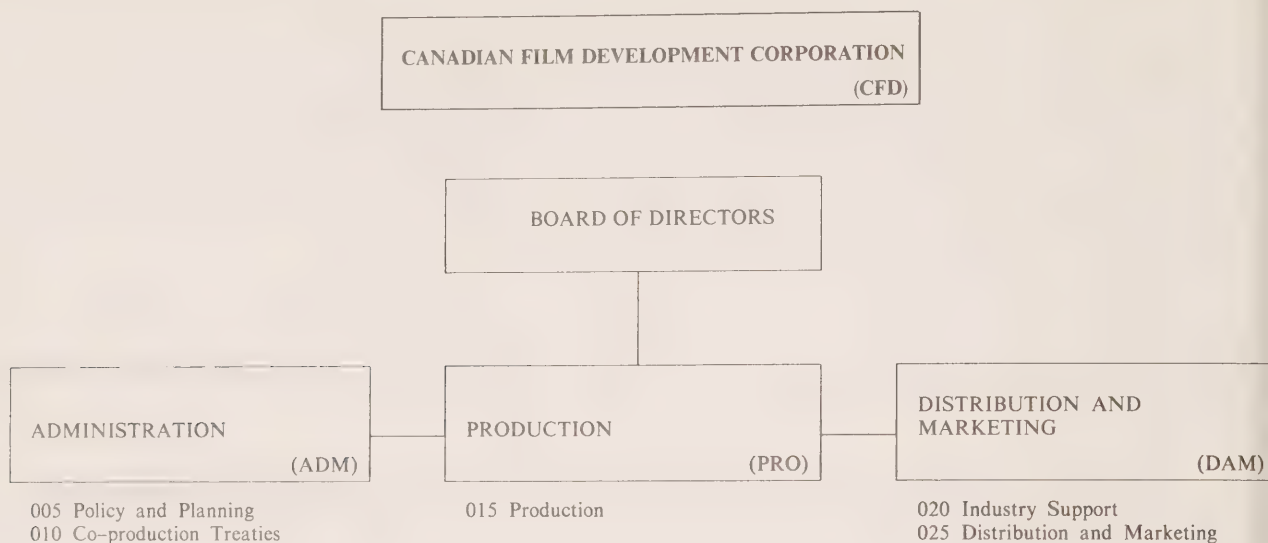
*Description:* Commission-funded product and market research, and product promotion. *Retrievability:* Files arranged by subject, product and project (research reports are available).

# **CANADIAN FILM DEVELOPMENT CORPORATION**

## **Chapter 19**



# CANADIAN FILM DEVELOPMENT CORPORATION



ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADIAN FILM DEVELOPMENT  
CORPORATION (TELEFILM CANADA)  
600 DE LA GAUCHETIERE  
STREET WEST  
25<sup>th</sup> FLOOR  
MONTREAL, QUEBEC  
H3B 4L2

# CANADIAN FILM DEVELOPMENT CORPORATION

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## Background

The Canadian Film Development Corporation, now called Telefilm Canada, was established by the government in 1967 to foster and promote the development of a feature film industry in Canada. In 1981, the Corporation's mandate was expanded to include shorts and documentary films, and in 1983 the Corporation was made responsible for the administration of the Canadian Broadcast Program Development Fund, making it the federal government agency responsible for private sector development in both the television and film industries.

## Overall Responsibilities

The Corporation, which does not produce or distribute films or television programs, carries out its mandate by providing advice and financial assistance to individual production and distribution companies, and various industry organizations. The Corporation works with federal and provincial government ministries and cultural agencies towards the formulation of film and video policy and programs.

## Organization

The Corporation, which comes under the jurisdiction of the Minister of Communications, is headed by a board of directors and a chairman appointed by the Governor-in-Council. On the recommendation of the Corporation's board, the Governor-in-Council also appoints an executive director who acts as the chief executive officer and is responsible for day-to-day operations. Headquarters of the Corporation are located in Montréal, with offices in Toronto, Vancouver, Halifax, Los Angeles, Paris, London and New York.

## General Information

General information on current Corporation programs or activities may be obtained in person, by telephone, or by writing to the Corporation offices listed below:

### Montréal

Telefilm Canada  
Tour de la Banque Nationale  
600 de la Gauchetière Street West  
25th Floor  
Montréal, Québec  
H3B 4L2  
Telephone: (514) 283-6363

### Toronto

Telefilm Canada  
130 Bloor Street West  
Suite 901  
Toronto, Ontario  
M5S 1N5  
Telephone: (416) 966-6436

### Vancouver

Telefilm Canada  
1176 West Georgia Street  
Suite 1500  
Vancouver, British Columbia  
V6E 4A2  
Telephone: (604) 684-7262

### Halifax

Telefilm Canada  
Maritime Centre  
1505 Barrington Street  
Suite 1205  
Halifax, Nova Scotia  
B3J 3K5  
Telephone: (902) 426-8425

## Access Procedures

Enquiries concerning administration, policy or past activity, and all formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Telefilm Canada  
Tour de la Banque Nationale  
600 de la Gauchetière Street West  
25th Floor  
Montréal, Québec  
H3B 4L2  
Telephone: (514) 283-6363

## Administration Unit

In addition to the general administration of the Corporation, this unit is responsible for internal policy formulation and for evaluating and advising the federal and provincial governments on film and television policies and strategies. The unit is also responsible for the administration of Canada's co-production treaties with Algeria, Belgium, France, Israel, Italy, the Federal Republic of Germany, Spain and the United Kingdom, on behalf of the Minister of Communications. It also evaluates applications made under these treaties and makes recommendations to the Minister on provisional and final approval.

## Program Unit

The Corporation has two main program areas: Production, and Distribution and Marketing. Production includes the Canadian Broadcast Program Development Fund, the script and development program, the interim financing program, and a production program for low budget dramatic films and documentaries. Distribution and Marketing includes a test marketing program, a domestic promotion and advertising program, international support activities, and the industry support program. This last program provides grants to non-profit industry organizations for festivals, markets, seminars and workshops which are intended to benefit a substantial portion of the industry.

## Manuals

- Telefilm Canada (3 volumes)
- Telefilm Canada — Methods and Procedures (2 volumes)

## Classes of Records

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CFD/ADM-005 Formerly Identified as: CFDC-10

### Policy and Planning

*Description:* Information on internal Corporation policy and the evaluation and response to policy planning of other government departments and agencies, as well as professional interest groups. *Topics:* Financial planning; internal policy and planning; federal government; general industry policy; industry relations. *Retrievability:* Financial planning files arranged according to date; all other files arranged alphabetically by issue or organization.

## CANADIAN FILM DEVELOPMENT CORPORATION

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CFD/ADM-010 *Formerly Identified as:* CFDC-20

### **Co-production Treaties**

*Description:* Information on the maintenance or renegotiation of current co-production treaties, relevant correspondence and negotiation of possible treaties and projects which have been submitted for official co-production status. *Topics:* Treaties; policies; projects. *Retrievability:* Files arranged by country or project.

CFD/PRO-015 *Formerly Identified as:* CFDC-50

### **Production**

*Description:* Information on transactions carried out under the Corporation's production programs. *Topics:* Readers reports; contracts; financial information; subsidiary documents. *Retrievability:* Submissions accepted or rejected, arranged by project title.

CFD/DAM-020 *Formerly Identified as:* CFDC-30

### **Industry Support**

*Description:* Information on transactions carried out under the Corporation's industry support program. *Topics:* Festivals; markets; seminars and workshops. *Retrievability:* Files arranged by event organization.

CFD/DAM-025 *Formerly Identified as:* CFDC-40

### **Distribution and Marketing**

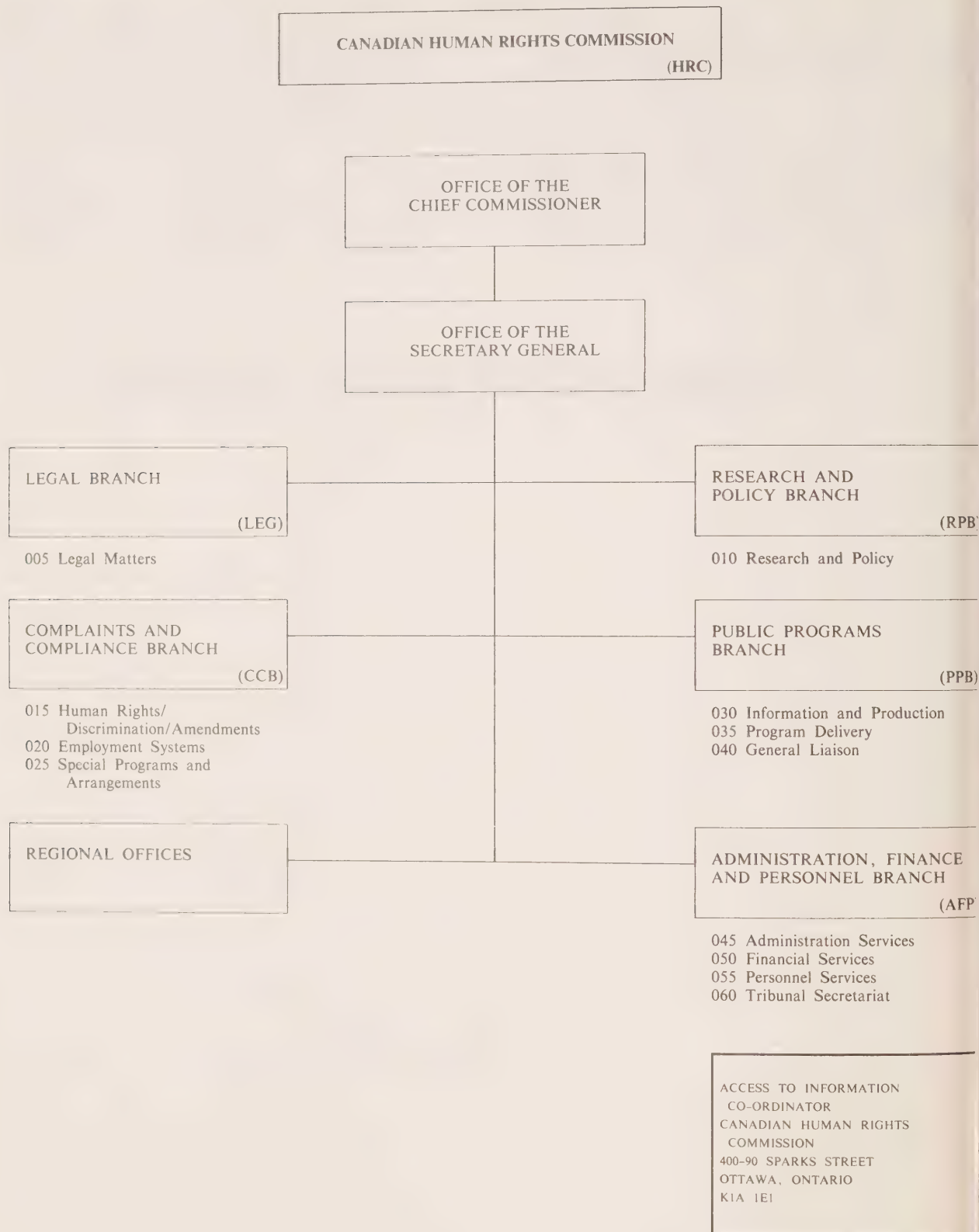
*Description:* Information on transactions carried out under the Corporation's distribution and marketing programs, as well as on the distribution or marketing of films. *Topics:* Contracts; revenues; distributors; agents; territories; and markets. *Retrievability:* Files arranged by country, company, market or project title.



# **CANADIAN HUMAN RIGHTS COMMISSION**

## **Chapter 20**

# CANADIAN HUMAN RIGHTS COMMISSION



# CANADIAN HUMAN RIGHTS COMMISSION

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## Background

The Canadian Human Rights Commission (CHRC) was given its mandate with the passage in July, 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978, and was amended July 1, 1983. The Commission's mandate is to foster the principle that every individual should have an equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

## Laws and Regulations

The Commission operates under the *Canadian Human Rights Act* and the following Regulations and Guidelines:

- Equal Wage Guidelines (SI/78-155, September 27, 1978; amendment: SI/82-2, January 13, 1982)
- Age Guidelines (SI/78-165, October 25, 1978)
- Canadian Human Rights Benefit Regulations (SOR/80-68, January 11, 1980; amendment: SOR/82-783, August 19, 1982; SOR/83-615, July 28, 1983)
- Human Rights Tribunal Appeal Regulations (SOR/80-394, May 27, 1980)
- Immigration Guidelines (SI/80-125, July 23, 1980)
- Immigration Investigation Regulations (SOR/80-686, August 27, 1980)
- Bona Fide Occupational Requirements Guidelines (SI/82-3, January 13, 1982)

## Overall Responsibilities

The Canadian Human Rights Commission carries out its mandate in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation on the basis of ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction for an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally regulated portions of the private sector.

Second, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and their instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

## Organization

The Commission is headed by the Chief Commissioner who has deputy minister status, and is supported by the deputy chief commissioner and the secretary general. There are five administrative operational branches at headquarters: Legal, Research and Policy, Complaints and Compliance, Public Programs and Administration, and Finance and Personnel.

The Commission also maintains seven regional offices in Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

### Manuals

- CHRC Policy Manual
- CHRC Directives Manual

## Key Contacts

Information on the different publications produced by the Canadian Human Rights Commission can be obtained by contacting:

Information and Production Services  
Canadian Human Rights Commission  
400-90 Sparks Street  
Ottawa, Ontario  
K1A 1E1

### Public Reading Rooms

Canadian Human Rights Commission  
400-90 Sparks Street  
Ottawa, Ontario  
  
Legal Counsel  
Telephone: (613) 995-1151  
  
Public Relations Officer  
Telephone: (613) 995-1151

### Regional Offices

#### Atlantic Region

300-5670 Spring Garden Road  
Halifax, Nova Scotia

#### Québec Region

300-1253 McGill College Avenue  
Montréal, Québec

#### National Capital Region

915-270 Albert Street  
Ottawa, Ontario

#### Ontario Region

Arthur Meighen Building  
623-55 St. Clair Avenue East  
Toronto, Ontario

#### Prairie Region

718-275 Portage Avenue  
Winnipeg, Manitoba

#### Alberta and Northwest Territories Region

Liberty Building  
401-10506 Jasper Avenue  
Edmonton, Alberta

#### Western Region

600-609 West Hastings Street  
Vancouver, British Columbia

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Canadian Human Rights Commission  
400-90 Sparks Street  
Ottawa, Ontario  
K1A 1E1  
Telephone: (613) 995-1151

## Legal Branch

This branch provides legal advice to Commission members and staff on all legal matters which come under the jurisdiction of the Commission, and information and advice on the administration of legal matters pertaining to legal proceedings by or against the Commission in a Human Rights Tribunal or in a court of law. Staff of



# CANADIAN HUMAN RIGHTS COMMISSION

the branch are responsible for the conduct of cases before tribunals and courts.

## Research and Policy Branch

This branch is responsible for supporting the Commission's decision-making process through applied research projects and development of policies on any number of human rights issues. Work from this branch is in support of complaints processing, relations with other agencies and the public, representations to Parliament, and advice to employers and organizations serving the public.

## Complaints and Compliance Branch

This branch is responsible for ensuring that complaints of discrimination filed with the Commission are investigated in an efficient and timely manner consistent with the principles set out in the *Canadian Human Rights Act*. The branch is responsible for the development and implementation of policies and standards for all compliance activities. The branch is also responsible for conciliation, and for providing advice, assistance and direction to staff in equal pay and systemic discrimination complaints and adaptation plans. In addition, the branch plays a preventative role by providing advisory services to organizations coming under the jurisdiction of the Commission, in order to help them review and modify their systems and practices so that they comply with the Act.

## Public Programs Branch

This branch is responsible for the statutory requirements to develop and implement information training and consultative programs designed to increase public understanding of the Commission and compliance with the Act and its principles. The branch is comprised of Program Analysis and Development, responsible for undertaking long-term planning and development of services and resources needed by the Commission's clients; Information and Production, responsible for the overall co-ordination of the Commission's public affairs and for the production of various informational material for the Commission's clients; and Program Delivery, responsible for providing such services as information sessions, workshops and seminars.

## Administration, Finance and Personnel Branch

This branch provides all administrative support services such as finance, personnel, Tribunal secretariat, accommodation, library services, records management and materiel management.

## Classes of Records

**HRC/LEG-005** Formerly Identified as: NO REFERENCE  
**Legal Matters (New)**

*Description:* Information on the administration of legal matters, regulations and guidelines established for operational purposes; legal research on various subjects. *Retrievability:* Files arranged by subject. *Storage Medium:* Paper.

**HRC/RPB-010** Formerly Identified as: CHRC-10  
**Research and Policy**

*Description:* Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials and policy analysis in human rights. *Topics:* Surveys, research — various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. *Retrievability:* Files arranged by report title or subject matter.

**HRC/CCB-015** Formerly Identified as: CHRC-50  
**Human Rights/Discrimination/Amendments**

*Description:* Information on human rights and discrimination of general nature; *Canadian Human Rights Act* amendment committees; conferences. *Topics:* Human rights — general; discrimination — general; *Canadian Human Rights Act* amendment — general, government and non-government organization accessibility standards, adaptation plans; committees — general; government and non-government organizations; conference. *Retrievability:* Files arranged by subject or organization.

**HRC/CCB-020** Formerly Identified as: CHRC-70  
**Employment Systems**

*Description:* Documentation, correspondence and information on employment policies and practices of federally regulated and provincially regulated employers; also CHRC policies on the application of the *Canadian Human Rights Act* to employment policies and practices (i.e. employment systems). *Topics:* Policies and procedures — employment systems; employment systems — federal departments, crown corporations and agencies, chartered bank communication organizations, land transportation organizations, transportation organizations, navigation organizations, manufacturing industries, employee associations, provincial regulated employers. *Retrievability:* Files arranged by organization.

**HRC/CCB-025** Formerly Identified as: CHRC-80  
**Special Programs and Arrangements**

*Description:* Documentation, correspondence and information on special programs, plans or arrangements undertaken by federal regulated employers or service providers; also CHRC policies on the application of the *Canadian Human Rights Act* to special programs and arrangements. *Topics:* Policies and procedures — CHRC provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment — studies and research, federal departments, crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services — federal departments, crown corporations and agencies, chartered banks. *Retrievability:* Files arranged by organization.

**HRC/PPB-030** Formerly Identified as: CHRC-20  
**Information and Production**

*Description:* Information on CHRC publications; advertising displays, lectures and lecturers, conferences and other communication activities; miscellaneous enquiries; press clippings and press releases.

**HRC/PPB-035** Formerly Identified as: CHRC-30  
**Program Delivery**

*Description:* Information on contacts and activities with employee unions and non-governmental organizations; education program community and outreach activities and CHRC meetings. *Topics:* Education programs; consulting activities; information program. *Retrievability:* Files arranged by organization and project.

**HRC/PPB-040** Formerly Identified as: CHRC-40  
**General Liaison**

*Description:* Co-operative liaison on administrative and operational subject matters with various governments, agencies and institutions. *Topics:* Federal departments and agencies; international governmental organizations; provincial and territorial governments and agencies; provincial human rights commissions; universities, colleges, schools and institutions. *Retrievability:* Files arranged by organization.

## CANADIAN HUMAN RIGHTS COMMISSION

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HRC/AFP-045 *Formerly Identified as:* NO REFERENCE  
**Administrative Services (New)**

*Description:* Correspondence, memoranda, reports, statistics on the general administration and operation of the Commission. *Topics:* Associations, directives committees, conferences and meetings, records of proceedings, library services, management systems, records management, security, accommodation, office equipment and supplies, maintenance and repairs.

HRC/AFP-050 *Formerly Identified as:* NO REFERENCE  
**Financial Services (New)**

*Description:* Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. *Topics:* Accounts, audits, budget, contracts, hospitality, grants, signing authorities, travel.

HRC/AFP-055 *Formerly Identified as:* NO REFERENCE  
**Personnel Services (New)**

*Description:* Correspondence, memoranda, reports, statistics on the general personnel management activities within the Commission. *Topics:* Appointments, official languages, classification, employment

and staffing, health/medical services, insurance, resource planning, salaries/wages, superannuation/pension plans, staff relations, training/development.

HRC/AFP-060 *Formerly Identified as:* NO REFERENCE  
**Tribunal Secretariat (New)**

*Description:* Correspondence on administrative and financial matters, contracts, court rooms, translation services, court reporters, reports, appointments of tribunal members, and security of proceedings of Human Rights Tribunals.

### Deleted Classes of Records

The following Class of Records has been deleted because the information is contained in the Personal Information Index:

CHRC-60 Complaints and Enquiries





# **CANADIAN IMPORT TRIBUNAL**

## **Chapter 21**

## CANADIAN IMPORT TRIBUNAL

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CANADIAN IMPORT TRIBUNAL  
(CIT)

CHAIRMAN

VICE CHAIRMAN

SECRETARY

005 Case Files  
010 Legislative Files

ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADIAN IMPORT TRIBUNAL  
19TH FLOOR  
JOURNAL TOWER SOUTH  
365 LAURIER STREET WEST  
OTTAWA, ONTARIO  
K1A 0G5

# CANADIAN IMPORT TRIBUNAL

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## Background

The Canadian Import Tribunal derives its authority from the *Special Import Measures Act*, which replaced the 1969 *Anti-dumping Act*. The new Act came into force on December 1, 1984. It was designed to modernize and streamline Canada's previous anti-dumping and countervailing legislation, and to bring it into conformity with its international obligations. In the case of dumping, we refer to the Agreement on Implementation of Article VI of the General Agreement on Tariffs and Trade (the Anti-dumping Code), and in the case of subsidization, to Article 6 of the Subsidies and Countervailing Duties Agreement (the Subsidies and Countervailing Duties Code). These agreements were negotiated under the auspices of the GATT 'Tokyo Round' of multilateral trade negotiations and signed by Canada in 1979. With respect to the Anti-dumping Code, this had been initially negotiated during the 1960s 'Kennedy Round' of multilateral tariff negotiations.

The Canadian Import Tribunal is an independent, quasi-judicial tribunal whose mandate is to enquire as to whether the importation of goods is causing material injury to Canadian industry or is retarding the establishment of production in Canada, and to determine appropriate action. These enquiries result in the issuance of findings or reports by the Tribunal. Findings establish the basis under which National Revenue, Customs and Excise, levy anti-dumping or countervailing duties, whereas reports assist the government in determining whether safeguard action should be taken respecting other imports.

Because the Canadian Import Tribunal replaced the Anti-dumping Tribunal on December 1, 1984, much of this chapter relates to activities carried out by the former Anti-dumping Tribunal under Section 16 of the *Anti-dumping Act*. Similar enquiries are now conducted pursuant to Section 42 of the current *Special Import Measures Act* by the Canadian Import Tribunal. These enquiries have been broadened to include the determination of the impact of subsidized as well as dumped imports. The Act also contains provisions for representations to be heard on the public interest issue during the proceedings. This means that interested persons may make representations on the issue of whether the imposition of duties on dumped or subsidized goods would be in the public interest.

Under Section 31 of the former Act, the Anti-dumping Tribunal, at any time after the date of any order or finding made by it, was empowered to review, rescind, change, alter or vary the said order or finding or to re-hear any matter before deciding it.

The Canadian Import Tribunal, under Section 76 of the Act, can also review its own findings. The new Act now puts a limitation of five years during which a finding is in effect, if not continued by the Tribunal as a result of a review.

All orders or findings of material injury made under the old Act and which are still in effect on December 1, 1984, are deemed to have been made on the date of proclamation of the *Special Import Measures Act*, because of a transitional provision. Such findings, therefore, may continue in effect for five years unless reviewed and rescinded by the Tribunal at an earlier date.

Under Section 13 of the old Act, the Tribunal was required, if requested to do so, to advise the deputy minister of National Revenue, Customs and Excise, whether there was evidence that imports which were determined or alleged to be dumped were the cause of material injury to the production in Canada of like goods.

The Canadian Import Tribunal is also required to advise the deputy minister on reference questions, under Section 33 of the new Act. The new Act extends the right of referring the question of evidence of injury to the Tribunal to exporters, importers and governments affected by the deputy minister's investigation. Under the old Act,

only the deputy minister and the complainant had this right of reference.

Section 16.1 of the *Anti-dumping Act* provided that upon a reference by the Governor-in-Council 'the Tribunal shall enquire into and report to the Governor-in-Council on any other matter or thing in relation to the importation of goods into Canada that may cause or threaten injury to the production of any goods in Canada'. This section had both general and specific applications. In general, it was invoked in relation to any problem involving alleged injury caused by imports. Specifically, it was invoked to assist the Governor-in-Council in dealing with situations in which it had been determined that allegedly injurious imports had benefited from foreign government subsidization.

Section 48 of *Special Import Measures Act* extends the purview of the former Section 16.1 *Anti-dumping Act* as it includes the provision of imported services as a subject of possible enquiry.

As was the case with the former Act under Section 16.1, enquiries carried out pursuant to Section 48 of the *Special Import Measures Act* are advisory rather than adjudicative, and any action which may follow is decided by the Governor-in-Council who is not bound by the Tribunal's reports.

The Canadian Import Tribunal has two further statutory responsibilities that it is mandated to fulfill under the new Act. Section 89 provides that the Tribunal may be asked to rule on the question as to which of two or more persons is the importer of goods on which duty is payable. Also, the Tribunal has a duty to reconsider any finding that it has made, when its ruling as to who is the importer identifies a person other than the one specified by the deputy minister of National Revenue.

*The Special Import Measures Act*, the Regulations, and the Rules should be consulted for the purpose of interpreting and applying the law.

Section 75(3) of the Act imposes an obligation on the Tribunal to maintain as confidential any evidence or information that is by its nature confidential. As a result, all information on record of a case is classified as either public or confidential. Only authorized counsel, upon giving a formal undertaking of confidentiality, have access to confidential information, and only during the course of the enquiry.

## Publications

### Manuals

- Canadian Import Tribunal Rules of Procedure

## Access Procedures

Please address all requests for formal access to

Assistant Secretary  
Canadian Import Tribunal  
19th Floor — Journal Tower South  
365 Laurier Avenue West  
Ottawa, Ontario  
K1A 0G5  
Telephone: (613) 993-4601

## Classes of Records

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CIT/CIT-005    *Formerly Identified as:*    AT-10

### Case Files

*Description:* These case files contain marketing and financial information from Canadian manufacturers and importers. *Topics:* Enquiries conducted under Section 42 of the *Special Import Measures Act*; reviews of Tribunal findings conducted under Section



## CANADIAN IMPORT TRIBUNAL

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76 of the Act; appeals filed under Section 28 of the *Federal Court Act* on specific Tribunal findings; Governor-in-Council orders conducted under Section 48 of the Act.

CIT/CIT-010    *Formerly Identified as:*    AT-20

### **Legislative Files**

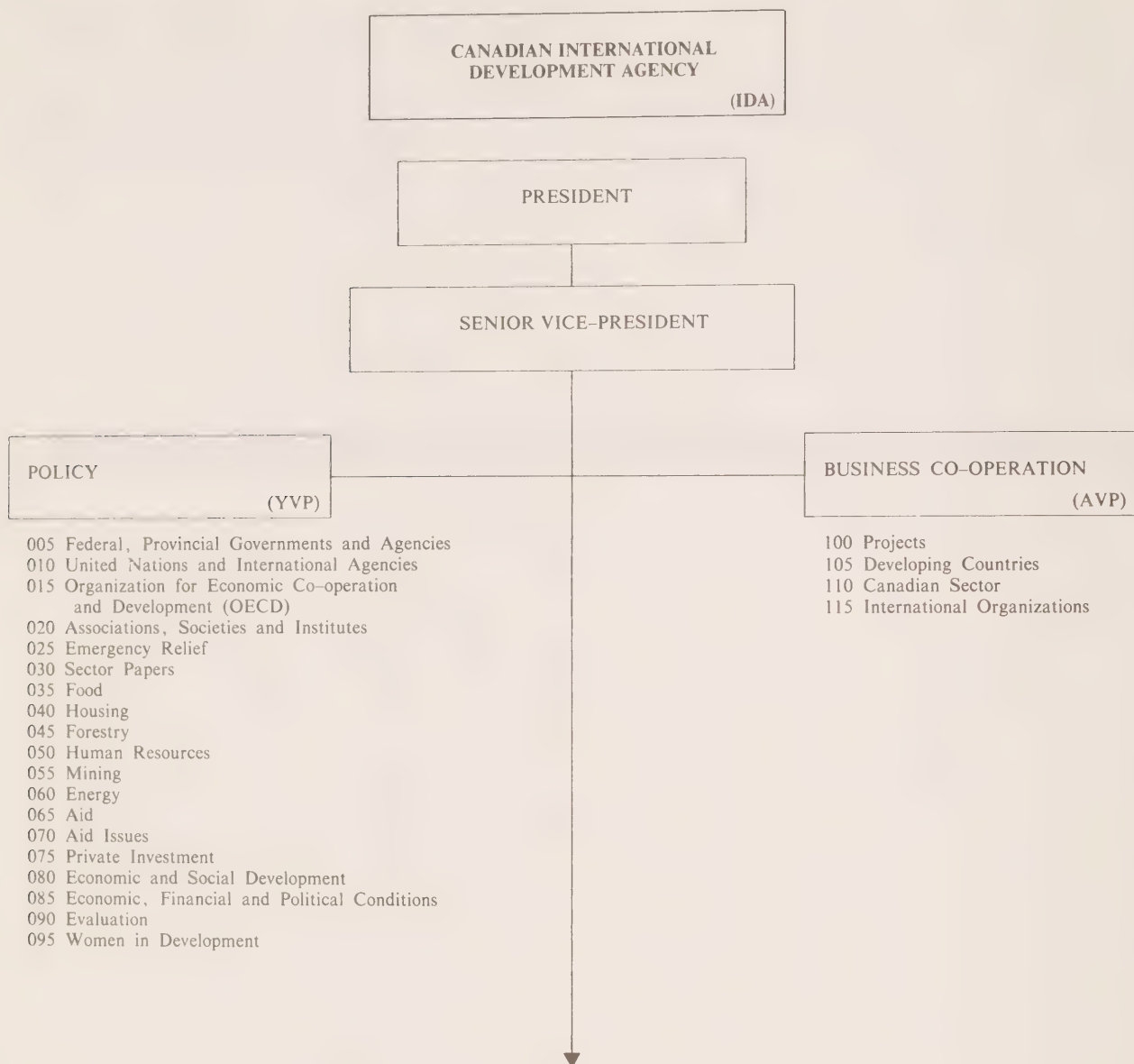
*Description:* Files on different legislation. *Topics:* GATT agreement; U.S. anti-dumping laws; European anti-dumping laws.

# **CANADIAN INTERNATIONAL DEVELOPMENT AGENCY**

## **Chapter 22**

# CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

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# CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

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# CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

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- 790 Development Communication
- 795 Human Settlements
- 800 Institutional Support and Management

ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADIAN INTERNATIONAL  
DEVELOPMENT AGENCY  
PLACE DU CENTRE  
200 PROMENADE DU PORTAGE  
HULL, QUEBEC  
K1A 0G4

# CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

## Background

The Canadian International Development Agency (CIDA) administers Canada's programs of assistance to countries in the developing world.

The multi-faceted nature of the problems of international development necessitate close collaboration with a wide range of partners in Canada and overseas. Since the development effort involves nearly all sectors of society, CIDA must draw on the expertise of hundreds of Canadian private firms, voluntary organizations, many federal and provincial government departments, and of course the governments, institutions, and voluntary organizations of the developing countries themselves. In addition, the interdependence of development policies with other aspects of Canada's foreign policy requires on-going working relationships with such departments as External Affairs, Finance, and Agriculture, as well as the Export Development Corporation, other aid-giving countries, the United Nations, the World Bank and other multilateral organizations.

## Laws and Regulations

CIDA is designated as a department for the purposes of the *Financial Administration Act* by Order-in-Council P.C. 1968-9-23 of May 8, 1968. It acts under the sponsorship of the Secretary of State for External Affairs (SSEA). The authority of the SSEA and of CIDA for the International Development Assistance Program and related purposes is found in the new *Department of External Affairs Act*, in the Annual Appropriation Acts and in the *International Development (Financial Institutions) Continuing Assistance Act*.

## Overall Responsibilities

The objectives of the International Development Assistance (IDA) program are as follows: (1) to facilitate the efforts of the peoples of developing countries to achieve self-sustainable economic and social development in accordance with their needs and environment by co-operating with them in development activities, and (2) to provide humanitarian assistance, thereby contributing to Canada's political and economic interest abroad in promoting social justice, international stability and long-term economic relationships for the benefit of the global community.

## Organization

### Program Organization for Delivery

The International Development Assistance Program, estimated at more than \$1.6 billion, is composed of three activities.

The Country to Country Co-operation activity is the largest and is divided into four sub-activities. The Direct Country Assistance sub-activity involves assistance in the form of projects and programs provided by Canada on a government-to-government basis to selected countries and regional institutions in these geographical areas. Bilateral Food Aid covers the transfer of food commodities on a country-to-country basis. Development Co-operation and Development Education includes support for the overseas development efforts of provincial governments, Canadian non-governmental organizations and institutions, and for programs to increase public participation in international development. Finally, Business Co-operation refers to the support provided to the Canadian private sector to support the international development initiatives.

The second largest activity, International Initiatives, has five sub-activities. International Financial Institutions covers Canadian support for regional development banks such as the Asian Development Bank. The Multilateral Food Aid sub-activity includes

food aid provided through international organizations as well as certain co-ordination and evaluation functions relating to all CIDA food aid. Multilateral Technical Co-operation refers to support for United Nations bodies engaged in international development and also includes contributions to selected Commonwealth, francophone and other multilateral organizations. International Humanitarian Assistance involves support for international institutions, non-governmental organizations, and governments responding to natural and man-made disasters. International Non-Governmental Organizations (INGO) provides for support to international non-governmental organizations, such as the International Planned Parenthood Federation, that are involved in development co-operation.

The Corporate Services activity involves the provision of advisory and support services to CIDA in such areas as executive functions, policy formulation, public affairs, and personnel and financial services.

In the portfolio of External Affairs, the Secretary of State for External Affairs has the ultimate responsibility for the international dimensions of Canada's national interests and activities.

The Minister for External Relations has the primary responsibility for the Canadian International Development Agency and international development issues in general. More specifically, the Minister for External Relations is responsible for francophone and anglophone Africa, the Caribbean region and the development institutions of the United Nations. The Minister has delegated authority with respect to the allocation of aid among sectors within an individual recipient country as well as project and contract approval. In discharging these responsibilities, the Minister receives direct recommendation from the President of CIDA and the President's committee.

The Canadian International Development Agency is headed by a President who is a deputy-minister. With regards to the day-to-day management of the Agency, the President is seconded by a senior vice-president and a committee formed by the vice-presidents responsible for various sectors of the Agency's work.

The orientation of development aid programs is decided by Cabinet on the advice of the Secretary of State for External Affairs. The President of CIDA, after extensive consultations with other departments concerned, submits his/her recommendations to the Secretary of State for External Affairs in an annual strategic overview which, after the latter's approval, is submitted to Cabinet.

## Access Procedures

Requests for information submitted under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Canadian International Development Agency  
Place du Centre  
200 Promenade du Portage  
Hull, Québec  
K1A 0G4  
Telephone: (819)997-0964  
Telex: 053-4140

## Policy Branch

The branch is responsible for the formulation of development policies and strategies in relation to the transfer of official development assistance to developing countries, the provision of continuing advice to ensure that these policies are kept relevant to conditions affecting the implementation of the IDA Program, and the design and review of evaluation methods and practices to maximize its effectiveness. It is comprised of three divisions: Policy Planning and Co-ordination Division, Policy Development and Research Division, and the Evaluation Division.



# CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

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## Manuals

- Project Evaluation — Perspective and Methodology
- Session Workbook on Project Evaluation
- Handbooks — Bilateral Programs
- Branch and Divisional Directives — describing operational procedures

## Business Co-operation Branch

The branch co-ordinates and expands the Agency's working relations with the Canadian business community. The activity is designed to strengthen the Agency's program to assist the economic and social development of developing countries in the Third World. It will continue expanding CIDA's efforts to encourage the Canadian business community to increase investment in and development of the technological capacities of these countries, thus assisting the industrial and agricultural development and the creation of new employment in these countries.

## Industrial Co-operation Division

The purpose of this division is to stimulate increased participation by Canada's private sector in the industrial development and growth of the Third World, and to do so through joint ventures and other forms of business initiatives beneficial both to developing countries and Canada.

## Policy and Liaison

The purpose of this unit consists of formulating and co-ordinating policies as they relate to the Canadian business sector's participation in projects in developing countries, which fall within the development objectives of recipient countries.

## Consultant Industrial Relations

The purpose of this unit consists of establishing and maintaining effective contacts with individual Canadian firms operating in various industrial sectors to assist their interface with CIDA.

## Systems and Operations

The purpose of this unit consists of planning, developing, maintaining and evaluating the systems related to the operations of the Business Co-operation Branch.

## Multilateral Programs

Through multilateral assistance, Canada joins with other donor nations to provide development assistance that is beyond the scope of individual donor countries. CIDA funds for multilateral programs are channeled through United Nations agencies and other international development organizations. In addition, CIDA and the Department of Finance provide funds to international financial institutions such as the regional development banks and the World Bank.

Most of these organizations operate a variety of programs, so that CIDA contributes to some 65 programs in all. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within appropriate policy and operational guidelines, and that they meet Canada's interests and those of the international community as a whole.

The Multilateral Branch is composed of four divisions: Multilateral Technical Co-operation, Food Aid Co-ordination and Evaluation Centre, Financial Institutions and International Humanitarian Assistance.

## Multilateral Technical Co-operation

The division funds some 55 international programs engaged in a wide variety of development-related areas, particularly technical co-operation. In addition to the development programs in the United Nations family, programs related to the Commonwealth, the *Agence de co-opération culturelle et technique*, and the Consultative Group of International Agricultural Research are also administered by the division.

## Manuals

- Program Memory
- Multilateral Reviews
- Bilateral Reviews
- Institutional Appraisals
- Multilateral Management Systems Manual
- Disbursement Plan
- Criteria, Terms and Conditions
- Grants and Contributions

## Food Aid Co-ordination and Evaluation Centre (FACE)

The centre is responsible for the total CIDA food aid program. It thus participates in the food aid program cycle and allocation process as well as in the preparation and processing of all submissions seeking approval for food aid projects; co-ordinates the planning of food aid activities in consultation with operating branches; initiates discussions on and participates in the process of food aid budget reallocations, as and when necessary, during the course of the fiscal year, in consultation with operating branches; serves as a co-ordinating centre within CIDA for policy and program discussions concerning food aid, with Treasury Board, the Department of External Affairs, Agriculture Canada, the Department of Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission, the Fish Marketing Board (for reserving tonnages), and food producers and processors. The centre also acts as team leader on the Food Aid Program Team and its core groups.

## Manuals

- Food and Agricultural Organization (FAO) Reports

## Financial Institutions Division

The division develops and maintains the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., callable capital) to facilitate the recycling of private capital resources for development financing, and in so doing multiplies the availability of such financing. The funds are provided to regional development banks for use in their first and second windows as well as for technical assistance purposes. The division also actively participates with other departments in the management of Canadian assistance provided through the Department of Finance to the World Bank Group. It ensures that the international financial institutions (IFIs) are managed in a manner which maintains their creditworthiness in the international capital markets. The division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy.

## International Humanitarian Assistance Program (IHA)

Under this program, Canada provides financial support for efforts to alleviate human suffering caused by natural and man-made disasters abroad. This assistance is normally channelled through international institutions and Canadian and international non-governmental

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organizations involved in such work. This is a reflection of Canada's desire to participate in a collective international effort.

Grants are given primarily in support of the regular programs of three major institutions: United Nations High Commissioner for Refugees (UNHCR), United Nations Relief and Works Agency for Palestinian Refugees (UNRWA), and the International Committee of the Red Cross (ICRC). Grants are also given in support of special country appeals or for projects launched by these and other humanitarian institutions. To ensure the flexibility needed by an emergency response mechanism, a policy of providing largely untied IHA program grants is maintained.

## Special Programs Branch

The branch provides contributions to Canadian non-governmental organizations (NGOs) in support of general development assistance programs, specific projects, as well as education programs and projects.

### Manuals

- Operations Handbook 13
- Non-governmental Organizations (NGO) Division

## International Non-governmental Organizations Division

The division provides grants and contributions to international non-governmental organizations (INGOs) in support of development assistance programs and projects.

## Institutional Co-operation and Development Services Division

The division's program represents a new dimension in Canada's relations with the developing countries by seeking to build relationships with them. It is a shift away from aid, with its donor-receiver connotations, to collaborations that bring mutual benefits. The program provides a framework for joint ventures between institutions and organizations in Canada and their counterparts in the developing countries. It enables such bodies to undertake substantive programs together, rather than to "twin" or link institutions purely to exchange personnel. "Joint ventures" are endeavours in which both parties have a stake since they will be working together as equal partners, rather than as a Canadian institution providing aid or technical assistance on a one-way basis. "Substantive" means programs that deal with specific problems or program areas.

### Manuals

- Handbook 13
- Institutional Co-operation and Development Services Division Manual

## Asia Branch

The principal objective of the Asia Branch is to plan, develop and implement Canada's aid program to some eight countries of concentration and fourteen other countries within Asia and to integrate Canadian development activities within these countries.

Under the direction of the vice-president, the Asia Branch is composed of eight program units: Asian Regional Program; India/Nepal; Pakistan; Indonesia; Peoples' Republic of China; Thailand; Bangladesh; Sri Lanka. Each unit is responsible for the management of aid programs to recipient countries as well as the relationship of these programs to Canadian interests.

The program is composed of projects throughout Asia under the management of contractors, consultants and individual co-operants. Increasing use is made of non-governmental organizations and institutions implementing grassroots activity for social and human

resource development. There are approximately 230 ongoing projects primarily concentrated in the agriculture, rural development, energy, human resource development, and social development sectors at various stages of development.

## Americas Branch

In January 1979 the Latin American and Commonwealth Caribbean programs were grouped in the newly constituted Americas Branch. The administrative regrouping makes it possible to take the whole continent into account when formulating a development strategy for the region's developing countries, which face five major problems: poor distribution of income; low agricultural productivity; rapid urbanization; acute unemployment; and increasing debt, largely the result of oil price increases and declining trade. Despite their merger, the two programs are distinct in structure and evolution.

## Latin American Region

The Agency's program in Latin America focuses mainly on energy, forestry, food and agriculture, transportation, and the development of human and institutional resources. Programs of social development through non-governmental institutions and organizations aim at improving the standard of living of the most disadvantaged people, especially in the areas of health and nutrition. With the exception of Venezuela and Cuba, CIDA provides support to local initiatives through mission-administered funds (MAF), non-governmental organizations (NGOs) and industrial co-operation in all countries of the region.

## Commonwealth Caribbean Region

The primary objective of Canadian bilateral assistance to the Caribbean is to encourage economic growth and stability. Food production, energy generation, and response to increasing balance of payments and human resource constraints are of critical concern. The bilateral program has thus focussed on the agriculture (including forestry and fisheries), public services, transportation, education, and energy sectors. In 1978, under the auspices of the World Bank, a mechanism was set up known as the Caribbean Group for Co-operation in Economic Development (CGCED). It comprises recipients, donors and multilateral institutions and serves as a consultative group on long-term economic development in the region. CIDA provides support to local initiatives through Mission Administered Funds (MAF), NGOs and institutional co-operation in Commonwealth Caribbean countries. Under the Joint Trade and Economic Agreement, CIDA also has a program of industrial co-operation to promote private sector development in the region.

## Anglophone Africa Branch

The anglophone Africa program at CIDA covers 28 African countries, ranging from the largest on the continent (Sudan), and the most populous (Nigeria), to a number of micro-states with populations of less than one million. Living conditions are difficult in most of these countries, as reflected by the low average annual gross national product of \$300 per capita, an adult literacy rate of only 38 per cent and a life expectancy of 47 years.

To date, the major sectors of involvement have been energy, transportation human resource development and agriculture. Two trends have become apparent during the past few years. The first is an increasing emphasis on projects directed to the agricultural sector, particularly ones which will support food production. Approximately 35 per cent of bilateral assistance is now disbursed on agriculture and rural development projects. The second trend is a greater use of economic support mechanisms such as lines of credit and commodity grants. Under these mechanisms, priority is given to the provisions of



goods and services which will improve the use of existing infrastructure, production facilities and essential social services.

The major recipients of Canadian assistance are Egypt, Ghana, Kenya, Tanzania, Zambia and Zimbabwe. Most of this assistance is provided in the form of contributions, with some countries also receiving concessional loans.

## Francophone Africa Branch

Canada has been increasing its assistance to the most disadvantaged countries and peoples in francophone Africa. In the Sahel, substantial assistance has been provided to promote the development of agriculture and end the isolation of countries, and areas within countries, through the construction of roads and railways, the Panafrican Telecommunications Network (PANAFTEL) and the *Centre régional de télédétection de Ouagadougou* (RTO). In addition, the transfer of resources and industrial co-operation with middle-income countries has been increasing. Overall, the transportation, agricultural, education, public services (hydroelectricity and energy generally) and communications sectors have received most of the funding.

## Operations Services Branch

The branch provides services to the Agency in general, and the four geographic branches, in particular in the areas of program co-ordination, systems, development of operational policies and procedures, contracting, procurement, and human resources development (recruitment, briefing and training).

The branch is also responsible for the corporate planning and management systems common to the four geographic programmes, i.e. bilateral programs. This function includes management of the bilateral planning and financial cycle, responsibility for developing guidelines related directly to management of the bilateral program, and a catalytic role in stimulating innovations and improvements in program and project planning and management.

The branch currently consists of six separate divisions: Contracts Division; Procurement Division; Human Resources Division; Briefing Centre; Area Co-ordination Group — Programming and Planning; and Systems and Operations.

## Contracts Division

The division is responsible for the development, implementation and monitoring of contractual policies, procedures and standards for services contracts, and related liaison with the Treasury Board Secretariat and other government departments. It is also responsible for advising and assisting project teams on services contract negotiations and for the negotiation of major contracts on behalf of the area branches as requested; and is responsible for the preparation of all services contracts and related documents. Other responsibilities include entering and updating all data dealing with service contracts in AIDIS.

## Procurement Division

The division provides advice to client branches on procurement and shipment practices for material, equipment, and related services associated with aid programs and projects, including lines of credit. It also provides services for the procurement and shipment of food and commodities. The division formulates material and equipment specifications and monitors the performance, as to quality, quantity and scheduling, of the Department of Supply and Services or any other procurement agency.

## Procurement and Transportation Section

The section provides advice and assistance to client branches on food procurement, on procurement of equipment for grant aid projects through the Department of Supply and Services, and on transportation of food and goods to recipient countries; and carries out procurement and monitoring activities for these goods and services.

## Commodity and Lines of Credit Section

The section is responsible for the provision of advice and assistance to the bilateral geographic branches on matters of procurement planning and monitoring within aid programs and projects; to administer and manage, on request, the commodity grants and lines of credit on behalf of the project team leader; and to supervise for the client branches the procurement management of projects conducted by the recipient countries or their agents through monitoring.

## Equipment, Maintenance and Specification Section

The section provides advice and assistance to client branches on specifications for free-standing equipment and on its deployment and use. In addition, the section supports client branches by providing expertise in the areas of long term maintenance, quality assurance, and Canadian content.

## Human Resources Division

The division develops policies, guidelines and activities on the recruiting and selection of CIDA co-operants and the placement and administration of bilateral trainees; assistance to project staff and Canadian executing agencies implementing technical assistance projects; recruitment of experts for the United Nations and the administration through an executing agency of United Nations Fellows in Canada; implementation of the CIDA Scholarship Program, the Commonwealth Scholarship and Fellowship Program, and the CIDA Natural Sciences and Engineering Research Council — Research Associateship Program.

## Manuals

- Handbook for Scholars and Fellows
- Handbook for Co-operants
- CIDA Co-ordinators Manual
- CIDA Awards offered to Canadians

## Briefing Centre

The centre prepares documents on the transfer of skills and knowledge, adaptation and effective communication in a foreign country; pre-departure and pre-return documentation, to meet the needs of Canadians working with CIDA.

## Area Co-ordination Group (ACG)

This group is composed of two divisions (Programming and Planning; and Systems and Operations) whose activities relate to co-ordination of corporate activities and management improvement initiatives, mainly for the geographic programs. Its responsibilities include the development, updating and communicating of operational policies and procedures and their integration into corporate training plans and terms of reference for executing agencies.

As a general rule, the Area Co-ordination Group holds documentation only in support of ongoing policy work, the end-products of which are published as guidelines and/or amendments to the CIDA Handbook on Bilateral Programs.

Main files on operational matters where ACG is involved are generally under the responsibility of other branches except for



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ongoing activities, such as those listed in the Classes of Records section.

## Professional Services Branch

The branch provides professional and technical services to the Multilateral Programs and Special Programs Branches and, particularly, to the area branches in the planning and implementation of CIDA aid programs and projects, through an analysis of the Canadian industrial resource base. It also develops and updates, in co-operation with the Policy Branch, the sectoral policies for the orientation of these programs and projects. Finally, it monitors projects to ensure that the technical quality or work being performed by Canadian consultants, contractors and technical assistants meets a high standard of proficiency, and that these services are dispensed economically. It also plans the development of sectoral expertise with a geographic focus, in support of the geographic divisions, within agreed upon concepts.

The branch comprises five divisions: Infrastructure, Natural Resources, Social Development, Programming and Systems, and Consultant Selection Secretariat.

### Infrastructure Division

The division provides advice and related technical services in policy formulation and in the identification, planning and implementation of projects in transportation, energy, water supply and sanitation, architecture, large-scale civil construction, and telecommunications, including associated studies on viability and operational feasibility.

### Natural Resources Division

The division provides advice and related technical services in the identification, planning and implementation of programs and projects in agriculture, forestry, mining, fisheries, industrial development and resource inventories.

### Social Development Division

The division provides advice and related technical services in the identification, planning and implementation of projects in education, development communication, health and population, human settlements, institutional support, and social sciences.

### Programming and Systems Division

The division ensures the programming of branch activities and defines the systems and procedures supporting their implementation. It provides professional and administrative support services for the management of branch budgets and administration in general. It also manages work assignment procedures as well as files on service requests received in the branch.

### Consultant Selection Secretariat

The secretariat carries out the selection of consultants, individuals, firms, institutions, contractors and trading houses required in the planning and implementation of CIDA aid or in-house projects, and maintains an appropriate data bank.

## Classes of Records

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IDA/YVP-005 *Formerly Identified as:* CIDA-10

### Federal, Provincial Governments and Agencies

*Description:* Information on all Canadian government departments and agencies. *Topics:* Committees; councils; boards; conferences; joint programs; agreements; Canadian development assistance ventures.

IDA/YVP-010 *Formerly Identified as:* CIDA-20

### United Nations and International Agencies

*Description:* Information on positions adopted on aid issues, trends, development questions. *Topics:* Development banks; international agencies; regional institutions and associations; policies, programs, documents of organizational activities; intergovernmental organizations; General Assembly, trade agreements committees, groups, conferences, Development Decade.

IDA/YVP-015 *Formerly Identified as:* CIDA-30

### Organization for Economic Co-operation and Development (OECD)

*Description:* Information on studies, positions and decisions of the various committees of OECD. *Topics:* Committees, groups, councils, meetings, documents of activities, reports and statistics; aid review — ODA Programs.

IDA/YVP-020 *Formerly Identified as:* CIDA-50

### Associations, Societies and Institutes

*Description:* Information on the functions of all major Canadian and international organizations concerned with development and aid issues that have dealings with CIDA.

IDA/YVP-025 *Formerly Identified as:* CIDA-70

### Emergency Relief

*Description:* Information on political, economic, management and social aspects of international emergency relief. *Topics:* Organizations; emergency relief (by country). *Retrievability:* Files arranged by country and institution.

IDA/YVP-030 *Formerly Identified as:* CIDA-80

### Sector Papers

*Description:* Policy and questions concerning economic and social development within and among economic sectors. *Topics:* Agriculture and food production; education; health; fisheries; mining; population; transportation; telecommunications; energy; tourism; forestry; regional integration; environment; industry; housing; urban development; immigration.

IDA/YVP-035 *Formerly Identified as:* CIDA-90

### Food

*Description:* Information on policy aspects of the production, transportation, storage, marketing and consumption of food. *Topics:* Food technology; food storage and warning system; food aid consultation; edible protein.

IDA/YVP-040 *Formerly Identified as:* CIDA-100

### Housing

*Description:* Information on housing. *Topics:* Mobile homes; emergency shelters; low-cost houses.

IDA/YVP-045 *Formerly Identified as:* CIDA-110

### Forestry

*Description:* Information on the development and management of forests resources. *Topics:* Education and training; meetings with deans of faculties of forestry; proposed national air tanker fleets; resource development forestry.

IDA/YVP-050 *Formerly Identified as:* CIDA-120

### Human Resources

*Description:* Information on human resources. *Topics:* Brain drain; management for change program; education and training; special services; engineering programs; francophone programs; education and health programs; national resources programs; administration

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programs; research and development; family planning and population control; manpower and refugees.

IDA/YVP-055 *Formerly Identified as:* CIDA-130

## **Mining**

*Description:* Information on the development and management of mineral resources.

IDA/YVP-060 *Formerly Identified as:* CIDA-140

## **Energy**

*Description:* Information on the sources, development, production and consumption of energy.

IDA/YVP-065 *Formerly Identified as:* CIDA-160

## **Aid**

*Description:* Information on the extent and nature of international development assistance provided by donors and received by recipient countries, including institutional transfer mechanisms. *Topics:* Strategies and theories of development; economic, technical, financial, management, evaluations and social aspects of aid.

IDA/YVP-070 *Formerly Identified as:* CIDA-170

## **Aid Issues**

*Description:* Statistical data and relevant information on aid issues that are part of Official Development Assistance. *Topics:* Aid mechanisms; volume; terms and conditions; eligibility allocation; special categories of less developed countries (LDCs).

IDA/YVP-075 *Formerly Identified as:* CIDA-190

## **Private Investment**

*Description:* Information on international joint ventures, regional investment, development banks and institutions, specialized agencies of the United Nations, international and national organizations and conferences.

IDA/YVP-080 *Formerly Identified as:* CIDA-200

## **Economic and Social Development**

*Description:* Information on Third World and general project planning.

IDA/YVP-085 *Formerly Identified as:* CIDA-220

## **Economic, Financial and Political Conditions**

*Description:* Information on trends and developments in economic, financial and political conditions in foreign countries and their relations with other countries that are likely to affect their views on international development co-operation policies and programs. *Topics:* Role of private and public sectors; domestic production and consumption; foreign trade and investment; population resources; elections, political parties and personalities; government organization.

IDA/YVP-090 *Formerly Identified as:* NO REFERENCE

## **Evaluation (New)**

*Description:* Corporate evaluation of CIDA information on programs. Evaluations support the Agency's corporate policy and decision making by providing relevant and objective evidence on the results and effectiveness of the Agency's programs and permit the periodic assessment of the effectiveness of the Agency's strategy for delivering aid. *Topics:* Country programs; sectors; joint evaluations; International Development Banks, Associations; UN Programs.

IDA/YVP-095 *Formerly Identified as:* NO REFERENCE

## **Women in Development (New)**

*Description:* The CIDA policy is founded on the recognition that development must involve both women and men in order to be effective and that women are, in fact, an integral part of the development process. The challenge is to ensure that development intervention impacts on women as positively as possible and that women are able to have a positive impact on development. CIDA undertakes to ensure that the full range of its development assistance

will contribute substantively to the realization of the full potential of women as agents and beneficiaries of the development process. In applying this goal, CIDA recognizes that development assistance must be responsive to the priorities of individual development partners, many of whom have accepted commitments to the rights of women to participate in and benefit from the process of development.

IDA/AVP-100 *Formerly Identified as:* NO REFERENCE

## **Projects (New)**

*Description:* Information on specific projects as proposed and undertaken by applicant companies.

IDA/AVP-105 *Formerly Identified as:* NO REFERENCE

## **Developing Countries (New)**

*Description:* Information on countries served by the Industrial Co-operation Program.

IDA/AVP-110 *Formerly Identified as:* NO REFERENCE

## **Canadian Sector (New)**

*Description:* Information on Canadian private sector organizations, with the Industrial Co-operation Program.

IDA/AVP-115 *Formerly Identified as:* NO REFERENCE

## **International Organizations (New)**

*Description:* Information on international financing institutions, aid agencies and regional institutions.

IDA/MVP-120 *Formerly Identified as:* CIDA-240

## **United Nations and International Agencies**

*Description:* Information on Canada's funding and administration of the development programs of the United Nations, programs related to the *Agence de co-opération culturelle et technique*, international agricultural research centres, as well as core funding of the UN High Commissioner for Refugees, the UN Refugee and Works Agency, the International Committee of the Red Cross, the UN Education and Training Program for Southern Africans and the UN Fund for Namibia.

IDA/MVP-125 *Formerly Identified as:* CIDA-250

## **Conferences**

*Description:* Information on annual and special-purpose international meetings in which Canada was a participant.

IDA/MVP-130 *Formerly Identified as:* CIDA-260

## **Private Investments and Incentives**

*Description:* Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in underdeveloped countries. *Topics:* Canadian and international companies and corporations.

IDA/MVP-135 *Formerly Identified as:* CIDA-270

## **Associations, Societies and Institutes**

*Description:* Information on CIDA participation in or relations with voluntary and non-government Canadian and international associations, societies and institutes.

IDA/MVP-140 *Formerly Identified as:* CIDA-280

## **Committees**

*Description:* Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. *Topics:* Federal interdepartmental committees; federal-provincial committees; international committees; UN committees.

IDA/MVP-145 *Formerly Identified as:* CIDA-290

## **Commonwealth Countries**

*Description:* Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, boards of representatives, and the Commonwealth Working Group of the



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Common Fund. *Topics:* Commonwealth countries; Organization of Commonwealth countries — colleges, schools universities and churches.

IDA/MVP-150 *Formerly Identified as:* CIDA-300

### **Family Planning and Population Control**

*Description:* Information on Canada's policy on general population matters. *Topics:* Human resources, research and development; family planning and population control.

IDA/MVP-155 *Formerly Identified as:* CIDA-310

### **Consultative Group on International Agricultural Research (CGIAR)**

*Description:* Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. *Topics:* Annual Centres Week, technical assistance meetings and reports; economic and social development; farm planning; agricultural products.

IDA/MVP-160 *Formerly Identified as:* CIDA-320

### **Producer Groups — Food and Commodities**

*Description:* Information on producer's groups supplying processed and unprocessed commodities to Canada's Food Aid Program. *Topics:* Canadian Dairy Commission; Canadian Flour Millers' Association; Canadian International Grain Institute; Canadian National Millers' Associations; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers.

IDA/MVP-165 *Formerly Identified as:* CIDA-330

### **Countries Receiving Food Aid**

*Description:* Information on countries receiving Canadian bilateral and multilateral food aid. *Topics:* Bangladesh; Dominica; Egypt; Ethiopia; Ghana; Haiti; India; Jamaica; Kampuchea; Kenya; Laos; Mali; Mauritania; Mozambique; Nepal; Nicaragua; Pakistan; Portugal; Rwanda; Sahel; Senegal; Somalia; Sri Lanka; Sudan; Tanzania; Tunisia; Turkey; Uganda; Vietnam; Zaire; Zambia; Zimbabwe.

IDA/MVP-170 *Formerly Identified as:* CIDA-340

### **Food Aid Commodities Basket**

*Description:* Information on food aid commodities supplied by Canada in Canadian Food Aid Program. *Topics:* Commodities — prices, nutrition, packaging, procurement; dried eggs; fish; skim milk powder; triticale; vegetable oil and oilseeds; wheat; wheat flour; beans; dehydrated potatoes.

IDA/MVP-175 *Formerly Identified as:* CIDA-350

### **Other International Food and Agricultural Organizations**

*Description:* Information on international organizations with an interest in food aid. *Topics:* Food and Agricultural Organization (FAO); World Food Council (WFC); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation and Development (OECD); United Nations Relief and Works Agency (UNRWA) — Palestinian refugees.

IDA/MVP-180 *Formerly Identified as:* CIDA-360

### **Canadian Food Aid Policy and Programs**

*Description:* Information on the policy of CIDA and other government policies related to the Canadian food aid policy. *Topics:* Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; country eligibility; evaluation; food aid agency policy.

IDA/MVP-185 *Formerly Identified as:* CIDA-370

### **World Food Program (WFP)**

*Description:* Information on the policies and programs of the WFP and Canada's participation. *Topics:* Documents related to sessions of the WFP governing body and Canadian pledges to the WFP.

IDA/MVP-190 *Formerly Identified as:* CIDA-380

### **International Wheat Council (IWC)**

*Description:* Information on Canadian participation in IWC. *Topics:* International Wheat Trade agreements; negotiating documents; Food Aid Convention.

IDA/MVP-195 *Formerly Identified as:* CIDA-390

### **African Development Bank and Fund**

*Description:* Information on the African Development Bank (AfDB) and its concessional arm, the African Development Fund (AfDF), which are the major regional financial aid institutions in Africa. Fund lending reached a cumulative total of \$4,802 million (US) by December 31, 1983, more than 80 per cent of which was borrowed by the Bank's least developed members. *Topics:* Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; elections of President; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics.

IDA/MVP-200 *Formerly Identified as:* CIDA-400

### **Inter-American Development Bank**

*Description:* Information on the Inter-American Development Bank (IDB), which assists the developing countries of Latin America and the Caribbean. The IDB's commitments exceeded \$3 billion (US) in 1983, while disbursements reached a new high of \$1.7 billion (US). Canada, a prime supporter of the IDB with 4.38 per cent of the capital stock, contributed \$9.1 million (CDN) and \$12 million (CDN) respectively to the capital and concessional fund operations. *Topics:* Administration; finance, capital interregional operations; Fund for Special Operations; regional institutions; other funds.

IDA/MVP-205 *Formerly Identified as:* CIDA-410

### **Caribbean Development Bank**

*Description:* Information on the Caribbean Development Bank (CDB), which is the major financial development institution serving the Commonwealth Caribbean. *Topics:* Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division.

IDA/MVP-210 *Formerly Identified as:* CIDA-420

### **Asian Development Bank and Fund**

*Description:* Information on the Asian Development Bank (AsDB), which together with its concessional Asian Development Fund (AsDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. *Topics:* Administration; finance; ordinary capital operations; concessional funds operations; technical assistance.

IDA/MVP-215 *Formerly Identified as:* CIDA-430

### **World Bank Group**

*Description:* Information on the World Bank, which is seen by many as one of the leading international development institutions, particularly given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects in sectors such as rural development and agriculture, and water supply and sanitation. It also has a quickly expanding energy program to meet the pressing needs of developing countries for relief from constantly rising oil prices. *Topics:* Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC).



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IDA/SVP-220 *Formerly Identified as:* CIDA-440

## Non-Governmental Organizations (NGOs)

*Description:* Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in Third World countries. *Topics:* Organizational structure and mandate; financial situations; board members; constituency.

IDA/SVP-225 *Formerly Identified as:* CIDA-450

## Overseas Development Projects

*Description:* Information on all overseas projects for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of projects; budget and requested CIDA contribution.

IDA/SVP-230 *Formerly Identified as:* CIDA-460

## Public Participation Program Projects

*Description:* Information on all public education projects in Canada for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of project; budget and requested CIDA contribution.

IDA/SVP-235 *Formerly Identified as:* CIDA-461

## Management for Change (MFC)

*Description:* The purpose of this program is to develop innovative ways of strengthening management skills in developing countries. Activities are oriented to top-level decision-makers and senior executives throughout the public service. MFC promotes sharing of information and experience with an emphasis on activities at the policy level, such as seminars, short-term work assignments, and short-term missions and awards. *Topics:* Project files on activities funded by MFC; organizational files on organizations; MFC Operation Manual.

IDA/SVP-240 *Formerly Identified as:* CIDA-470

## Contacts

*Description:* Information and correspondence on contacts with Third World countries.

IDA/SVP-245 *Formerly Identified as:* CIDA-480

## International Non-governmental Organizations (INGOs)

*Description:* Information and correspondence on INGOs, projects, CIDA grants, and political conditions within Third World countries or regions where the projects are located.

IDA/SVP-250 *Formerly Identified as:* CIDA-490

## Institutions

*Description:* Information on organizations seeking financial support from the Division. *Topics:* Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals — organization structure, mandate, financial situation; contacts and correspondence with Third World countries; subsidized projects — organization, type of assistance, grant amount.

IDA/SVP-255 *Formerly Identified as:* CIDA-500

## Projects

*Description:* Information on specific projects as proposed and undertaken by applicant companies. *Retrievability:* Files arranged by country, year and project.

IDA/SVP-260 *Formerly Identified as:* CIDA-510

## Developing Countries

*Description:* Information on countries served by the Industrial Co-operation Program.

IDA/SVP-265 *Formerly Identified as:* CIDA-530

## International Organizations

*Description:* Information on international financing institutions, aid agencies and regional institutions.

IDA/BSD-270 *Formerly Identified as:* CIDA-540

## Bangladesh

*Description:* CIDA's program in Bangladesh includes food aid, commodities (industrial raw materials and potash) and a variety of projects concentrated in the agriculture, transportation, energy and population sectors. Specific project activities include assistance to women's groups for population planning and income generation; financial and technical support for landless co-operatives; construction of small-scale irrigation structures; ongoing assistance to Bangladesh Railways; and support for the development of natural gas reserves.

IDA/BSD-275 *Formerly Identified as:* CIDA-550

## India

*Description:* CIDA's assistance to India emphasizes energy, agriculture and human resources development. Current major projects include a loan to help India's National Hydroelectric Power Corporation undertake the installation of the 540Mw Chamara hydroelectric dam and power transmission system and a grant and loan for Phase II of the Idukki Hydroelectric Project. In addition, lines of credit are in place for requirements in the oil and gas sector. Food aid, in the form of Canola oil, has been provided to support the development of oilseed processing co-operatives in India, and loan funds are being used to support a social forestry project in the state of Andhra Pradesh.

IDA/BSD-280 *Formerly Identified as:* CIDA-560

## Nepal (Revised)

*Description:* The focus of Canadian programs in Nepal is on rural development, energy and civil aviation. Current projects include integrated rural development activities in Mid-west Nepal, institution-building for national water and energy resources planning, and maintenance support for Nepal's domestic Twin Otter fleet. A second rural health worker training campus funded by CIDA opened in early 1985; by mid-1985, thematic mapping for land use purposes will have been completed for the entire country.

IDA/BSD-285 *Formerly Identified as:* CIDA-570

## Sri Lanka

*Description:* In addition to food aid, projects have included dry-zone agriculture, honey production and public utilities. Canada is also participating in one of the world's largest development projects by providing funds to help build the Maduru Dya reservoir complex, part of the huge Mahaweli scheme to increase the island's irrigated land and its power supply. *Topics:* Planning of Mahaweli development; mission-administered funds, small projects initiated and approved by the head of the Canadian Mission; assistance to poultry development; line of credit to assist agricultural development; supply of inputs including fertilizers; project preparation assistance; study and planning design for the development of the Lower Uva Region; Colombo area water supply; technical assistance for television training; assistance to design and supply a telecommunication network for the Mahaweli Program; paddyland improvement; assistance to improve extension services in the dry zone; inland fisheries; assistance to develop an increased production capacity inland using permanent or temporary reservoirs.

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IDA/BSD-290 *Formerly Identified as:* CIDA-580

## **Pakistan (Revised)**

*Description:* Agriculture, social development, power generation and distribution, and oil and gas development are the major areas of CIDA's involvement in Pakistan. Subsurface drainage activities to alleviate high salinity and waterlogging problems in the Northwest Frontier and Sind Provinces, and dryland farming research are the main thrusts in agriculture. The long list of projects also includes infrastructural support and training of technical and managerial personnel in the power and oil and gas subsectors, immunization program, rural development and training of traditional birth attendants.

IDA/BSD-295 *Formerly Identified as:* CIDA-590

## **Turkey (Revised)**

*Description:* Canadian assistance to Turkey is limited to the various services provided by CIDA's Special Programs and Business Co-operation branches and a small Mission Administered Fund for small developmental projects. In 1973, Canada provided Turkey with a loan to purchase telecommunication equipment. From 1979 to 1981 several tranches of balance of payment support were negotiated through an OECD consortium. It provided Turkey with various equipment and semi-finished products.

IDA/BSD-300 *Formerly Identified as:* CIDA-600

## **Thailand**

*Description:* The Thailand program focuses on rural development in designated poverty areas of Northern Thailand, human resources and institutional development, and modern sector activities directed towards natural resources management, high technology and energy. Aid projects include a number of integrated rural development projects aimed at health, food production, and income generation; technical assistance to increase fish production; the Thailand Development Research Institute, and a Rural Development Institute at Khon Kaen; technical assistance to the Department of Mineral Resources for interpretation of geological survey data; and the provision of hardware and software for upgrading of a Landsat satellite ground station.

IDA/BSD-305 *Formerly Identified as:* CIDA-610

## **Philippines**

*Description:* Aid projects have included a fisheries development, as well as technical and capital assistance for the Cagayan Valley Co-operatives.

IDA/BSD-310 *Formerly Identified as:* CIDA-620

## **Association of South East Asian Nations**

*Description:* Assistance to the group of six countries that comprise the Association of South East Asian nations (ASEAN) — Thailand, Philippines, Singapore, Malaysia, Indonesia and Brunei. Focuses on fisheries development, a tree seed improvement centre, a forest management institute, improved grain storage; and a series of energy seminars.

IDA/BSD-315 *Formerly Identified as:* CIDA-630

## **South Pacific**

*Description:* CIDA's South Pacific aid program includes the Cook Islands, Fiji, Kiribati, Papua New Guinea, Solomon Islands, Tonga, Vanuatu, Tuvalu and Western Samoa. Aid is channeled through regional institutions, non-governmental organizations and a mission-administered fund in the form of small projects and educational assistance.

IDA/BSD-320 *Formerly Identified as:* CIDA-640

## **Malaysia**

*Description:* Emphasis in the current Malaysian aid program is on fisheries and geochemical surveys, a general line of credit and human resource development.

IDA/BSD-325 *Formerly Identified as:* CIDA-650

## **Burma**

*Description:* CIDA's program in Burma includes support for agricultural rice research and training, disease control and livestock breeding.

IDA/BSD-330 *Formerly Identified as:* CIDA-660

## **Indonesia (Revised)**

*Description:* Canada's assistance program to Indonesia (i) contributes to the development and management of Indonesia's human and natural resources through planning and strengthening institutions; (ii) facilitates the participation of both the Canadian and Indonesian private sectors in support of long-term Indonesian development needs; and (iii) contributes to the creation and implementation of networks and linkages between Indonesian and Canadian private non-profit organizations. The program comprises the full range of bilateral, Special Programs Branch projects and lines of credit. Projects include initiatives in higher education, environmental manpower development, water resources, forestry, fisheries, integrated rural development and technical assistance related to both the program goals and sectors of activity.

IDA/BSD-335 *Formerly Identified as:* CIDA-661

## **China**

*Description:* CIDA's programs in China are concentrated primarily in four sectors: agriculture, forestry, energy and human resource development. Current bilateral projects include activities in power system planning, intensive forest management, pasture development, seed breeding and livestock improvement. In addition, there are a number of projects in health, engineering, management and technical assistance being undertaken jointly with Canadian institutions.

IDA/BMD-340 *Formerly Identified as:* CIDA-670

## **Colombia**

*Description:* CIDA provides assistance in the fields of rural development, renewable resources, manpower training, infrastructure, environment, small business development and through its special programs and bilateral channels. Major projects involve a vocational training school of furniture-makers in Medellin, a loan for small and medium business, and a line of credit for Canadian goods in co-financing with the Export Development Corporation.

IDA/BMD-345 *Formerly Identified as:* CIDA-680

## **Ecuador**

*Description:* There is no bilateral program at the moment.

IDA/BMD-350 *Formerly Identified as:* CIDA-690

## **Bolivia**

*Description:* Apart from a co-financed project with the Inter-American Development Bank for vocational and technical schools there is no bilateral program.

IDA/BMD-355 *Formerly Identified as:* CIDA-700

## **Peru**

*Description:* Bilateral projects in Peru include, a research program for the cultivation of high-altitude cereals within the agriculture practised in the *altiplano* of the Puno-Juliaca region; the construction of high voltage and rural electrification power lines on the eastern side of the Andes, and planning for a 20-megawatt power station near Tarapoto (both co-financed with the Export Development Corporation); improvement of Peruvian capacities in remote sensing; and an agricultural vocational school in Tarapoto. There are also Special Programs projects in rural development, technical education and potable water supply to poor communities.



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IDA/BMD-360 *Formerly Identified as:* CIDA-710

## Costa Rica

*Description:* Bilateral aid projects focus on agriculture (fertilizer) and transportation (railway equipment). A program in technical education is in the planning stages.

IDA/BMD-365 *Formerly Identified as:* CIDA-720

## El Salvador (Revised)

*Description:* The bilateral program in El Salvador was suspended in 1979, with the exception of one project to supply materials for the construction of an electricity transmission line. In December 1984, the Secretary of State for External Affairs announced the restoration of a bilateral program with El Salvador and authorized CIDA to open discussions with the Salvadoran government. The program is currently at the planning stage.

IDA/BMD-370 *Formerly Identified as:* CIDA-730

## Guatemala

*Description:* Except for a rural project to supply drinking water, the bilateral program was suspended because of social and political unrest. No new activity has been planned.

IDA/BMD-375 *Formerly Identified as:* CIDA-740

## Honduras

*Description:* Assistance has been aimed principally at rural development, forest preservation and extension, the management and industrial development of Honduran hardwoods, and power transmission. The major project at present is a loan for Canadian equipment for a power project.

IDA/BMD-380 *Formerly Identified as:* CIDA-750

## Nicaragua (Revised)

*Description:* CIDA's bilateral projects are concerned primarily with agriculture and health. A food strategy has been prepared. Two lines of credit have been extended: one to support agriculture and animal husbandry, and the other for drinking water supplies. In addition, the Secretary of State for External Affairs announced in December, 1984, that Canada would participate, with Italy and France, in financing the geothermal electricity project, Momotombo II.

IDA/BMD-385 *Formerly Identified as:* CIDA-760

## Panamas

*Description:* There is no bilateral program at the moment.

IDA/BMD-390 *Formerly Identified as:* CIDA-770

## Haiti (Revised)

*Description:* The primary objective of CIDA's program is to promote the country's self-development through activities in the agriculture, health, education and energy sectors, using bilateral and non-governmental organization channels. Current projects include support for the school of veterinary medicine and agriculture, the national institute of administration and management, the national vocational training centre, and the provision of services and Canadian equipment for electricity production and transmission.

IDA/BMD-395 *Formerly Identified as:* CIDA-780

## Brazil

*Description:* Canadian assistance has been extended to wide-ranging sectors of Brazil's economic and social development: agriculture, mining, forestry, fisheries, power production and transmission and telecommunications. In addition to technical assistance to promote scientific and technological development, CIDA's program has emphasized community development and educational advancement.

IDA/BMD-400 *Formerly Identified as:* CIDA-790  
**Chile**

*Description:* There is no bilateral program.

IDA/BMD-405 *Formerly Identified as:* CIDA-800  
**Dominican Republic**

*Description:* The principal bilateral aid project in this area is a line of credit for Canadian agricultural equipment. Other projects support agricultural co-operatives, the development of the dairy industry, and irrigation.

IDA/BMD-410 *Formerly Identified as:* CIDA-810

## Belize

*Description:* Canada's bilateral assistance to Belize is centered on one large project: the provision of a water and sewerage system for Belize City. Approximately \$28 million is expected to be spent on the project over the five-year period 1983-88.

IDA/BMD-415 *Formerly Identified as:* CIDA-820

## Guyana (Revised)

*Description:* The current focus of CIDA's program is support to the forestry and fisheries sectors. Support is being provided to Guyana's forestry producers mainly through the provision of modern equipment and to the country's small boat fishermen through the construction of new shore facilities and provision of new equipment.

IDA/BMD-420 *Formerly Identified as:* CIDA-830

## Jamaica

*Description:* Jamaica is a country of concentration for CIDA assistance. Over the past several years, the Jamaican economy has been under severe strain. In order to assist in the developmental recovery of Jamaica and to assist in short-term balance of payments difficulties, CIDA has recently provided commodity lines of credit, food aid and assistance in improving local business and management capabilities. At present, the main areas of CIDA assistance are agriculture, economic infrastructure, small-scale enterprises and food aid; human resource development is a priority in each area.

IDA/BMD-425 *Formerly Identified as:* CIDA-840

## Barbados (Revised)

*Description:* Canada is currently providing a line of credit for Canadian oil drilling supplies to assist Barbados with balance of payment difficulties and to help promote energy self sufficiency. Other projects are providing Canadian materials and supplies for the expansion of the island's water system and technical services and equipment for the production of land maps.

IDA/BMD-430 *Formerly Identified as:* CIDA-850

## Trinidad and Tobago

*Description:* CIDA's only active project is to assist in the upgrading of facilities at the PIARCO Airport, which is being carried out on CIDA's behalf by Transport Canada.

IDA/BMD-435 *Formerly Identified as:* CIDA-860

## Leeward and Windward Islands (Revised)

*Description:* The following Eastern Caribbean islands comprise this program unit: Anguilla, Antigua, Barbuda, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia and St. Vincent, and the Grenadines. In the past CIDA's program focused on education (including teacher training and school construction), transportation and water supply systems. More recently the emphasis of the program has been on projects in the productive sectors of agriculture, industry and tourism, and the supporting infrastructure. Major projects now in the implementation stage include Canada Training Awards (all islands), Coconut Expansion (Dominica), Port Cargo Handling Systems (Antigua, Grenada, St. Vincent, St. Kitts and Nevis), Exploratory Drilling (St. Kitts), Fisheries Development (St. Lucia), the Portsmouth-Hatton Garden Road Reconstruction (Dominica),



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Hydro Power Generation (St. Vincent) and the Point Salines Airport (Grenada).

IDA/BMD-440 *Formerly Identified as:* CIDA-861  
**Caribbean Region**

*Description:* Canada's bilateral assistance to the Caribbean Region involves projects with regional institutions such as CARICOM and the University of the West Indies as well as projects of a regional nature including core and non-core countries. The largest project currently being implemented, worth \$75 million, is to upgrade the safety and operations of 22 Caribbean airports in 13 countries.

IDA/BMD-445 *Formerly Identified as:* CIDA-862  
**Latin American Regional (Revised)**

*Description:* Canada's bilateral assistance to the Latin American region includes support for regional organizations which promote rural, social and human development and which have a natural link to other divisional projects. Currently the program is supporting activities with regional agencies in health, demography, public administration and the status of women.

IDA/BCD-450 *Formerly Identified as:* CIDA-870  
**Southern Africa Development Co-ordination Conference (SADCC)**

*Description:* Assistance is provided to the group of nine southern African countries that are members of SADCC. Aid is channeled to individual countries for projects that have regional development implications. CIDA assistance focuses on improvement of transportation and communications networks and agricultural programs to improve the food security of member states and the region and human resource development.

IDA/BCD-455 *Formerly Identified as:* CIDA-871  
**Botswana**

*Description:* CIDA assistance program focuses on three key sectors in Botswana: human resource development, sites and service development, and the improvement of human resource skills in the mining sector. Project assistance is provided to the University of Botswana and the Departments of Mines and Geological Survey as well as to urban and village upgrading schemes in three areas of Botswana.

IDA/BCD-460 *Formerly Identified as:* CIDA-880  
**East African Community**

*Description:* Important items in the aid program for the East African Community to date include the management assistance given East African Airways and the training of air traffic controllers. Fifteen diesel locomotives were supplied under the railway development program. Other projects include forest, harbour and power development, tsetse fly research, cereal development, and support for the Pan-African Telecommunications project.

IDA/BCD-465 *Formerly Identified as:* CIDA-890  
**Ghana**

*Description:* The provision of basic human needs and short- and medium-term support for Ghana's economic rehabilitation are the main goals of CIDA's program in Ghana. The program's concentration in northern Ghana with projects in integrated rural development, potable water supply and community education and development is complemented, on a national basis, by projects in agricultural research, human resource development, and energy and appropriate technology.

IDA/BCD-470 *Formerly Identified as:* CIDA-900  
**Kenya**

*Description:* Increased development is the goal of Canadian assistance to Kenya with emphasis on energy, agriculture (including food aid) and human resource development. Projects include hydroelectric generation, transmission lines and rural electrification; wheat breeding, agricultural roads and training of Kenyans involved in

agriculture; establishment of a technical teachers' college and various training programs; food aid and locomotive spare parts.

IDA/BCD-475 *Formerly Identified as:* CIDA-910  
**Lesotho**

*Description:* CIDA's assistance program focuses on three key sectors in Lesotho: human resource development, sites and service development, and employment creation in small-scale manufacturing. Project assistance is provided to the University of Lesotho, urban and village upgrading programs, and the construction of a dairy plant to assist Lesotho in achieving self-sufficiency in dairy products.

IDA/BCD-480 *Formerly Identified as:* CIDA-920  
**Malawi**

*Description:* CIDA assistance has been provided in two key sectors of the Malawi economy. Projects in agricultural development, including dairy farming, and the construction of a Natural Resources College are the primary focus of CIDA development assistance.

IDA/BCD-485 *Formerly Identified as:* CIDA-930  
**Mauritius Island**

*Description:* In addition to a number of small projects, assistance has been extended to the Ministry of Economic Planning and Development and to equipping the University Library and the Institute of Bilingualism. Another project has been improving the Rodrigues water supply.

IDA/BCD-490 *Formerly Identified as:* CIDA-940  
**Nigeria**

*Description:* The Nigeria Program is primarily responsive in nature. Bilateral projects are implemented where feasible to facilitate Nigerian developmental objectives while strengthening its long-term commercial and political ties with Canada. A mission-administered fund is employed for small projects, and funds are provided to support NGO and IDRC activities.

IDA/BCD-495 *Formerly Identified as:* CIDA-950  
**Sierra Leone**

*Description:* Mission-administered funds have been made available for community health projects, the provision of equipment for the school improvement program, and iron ore mining.

IDA/BCD-500 *Formerly Identified as:* CIDA-960  
**Somalia**

*Description:* Although CIDA's program for Somalia has included a number of small projects, assistance has been given largely in the form of food aid.

IDA/BCD-505 *Formerly Identified as:* CIDA-970  
**South Africa (Revised)**

*Description:* Mission-administered funds for small projects and a scholarship program to assist underprivileged blacks to obtain higher levels of education.

IDA/BCD-510 *Formerly Identified as:* CIDA-980  
**Namibia (Southwest Africa)**

*Description:* Refugee training project.

IDA/BCD-515 *Formerly Identified as:* CIDA-990  
**Swaziland**

*Description:* CIDA's assistance program focuses on two key sectors in the Swaziland economy: human resource development and water supply. Project assistance is directed at technical and vocational training as well as towards the University of Swaziland. Assistance is also provided for the survey and development of rural water supplies. Additional assistance has been provided for human resource development in the telecommunications field.

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IDA/BCD-520 Formerly Identified as: CIDA-1000

## Tanzania

*Description:* Agriculture, transportation, energy, commodities and spares are the main areas of CIDA's program in Tanzania. Major thrusts include the rehabilitation of the northern Tanzania rail system to increase capacity for agricultural input and output distribution, the development of wheat farming in northern Tanzania, assistance to extension of the national electrical grid, and the provision of commodities (paper, aluminum) and spare parts. Programs generally include a major technical assistance and training component along with provision of equipment and materials.

IDA/BCD-525 Formerly Identified as: CIDA-1010

## Uganda

*Description:* Materials and equipment have been financed through the World Bank's reconstruction program. Assistance to rural health clinics and government health planning is being provided through an East African non-governmental organization, and the Mission-Administered Fund and the Special Programs Branch support a variety of smaller non-governmental organizations in Uganda.

IDA/BCD-530 Formerly Identified as: CIDA-1020

## Zambia (Revised)

*Description:* The goals of Canada's assistance are to improve agricultural productivity and to diversify and revitalize the economy. A number of agriculture projects support a range of development activities including the provision of rural infrastructure, training, research and institutional support. In response to Zambia's economic crisis, more assistance is being directed at supplying agricultural and industrial inputs to provide the economy with balance of payments relief. While most projects include training, a general human resource development project is being developed to address both national and sector specific manpower development needs.

IDA/BCD-535 Formerly Identified as: CIDA-1021

## Zimbabwe

*Description:* CIDA's assistance program focuses on three key sectors in the Zimbabwe economy: human resource development and the provision of capital to assist in the modernization of Zimbabwe's infrastructure and a line of credit to the vital agricultural sector. Project assistance has been provided through World University Services Canada to upgrade secondary school teachers and technical vocational trainers. Infrastructural assistance has also been provided to the transport and communications sectors as well as to the rural water supply. It is expected that an agricultural sector program will be finalized this year.

IDA/BCD-540 Formerly Identified as: CIDA-1022

## Angola

*Description:* Mission-administered funds for small projects.

IDA/BCD-545 Formerly Identified as: CIDA-1023

## Mozambique

*Description:* Mission-administered funds for small projects.

IDA/BCD-550 Formerly Identified as: CIDA-1024

## Egypt

*Description:* Energy, Agriculture/Food Security, Human Resource Development, together with transportation, water supply and sewerage and a development line of credit are the major activities for CIDA in Egypt. Principal projects include power transmission and distribution, general development line of credit, Giza water supply and sewerage, grain storage silos, Nile River Protection and Development Plan, Integrated Soil and Water Project, Mini-Hydro Power Station, as well as training in the energy and transportation sectors. Close co-operation with the Export Development Corporation on several development projects is one unique feature of the program.

IDA/BCD-555 Formerly Identified as: CIDA-1025

## Sudan

*Description:* CIDA is involved in four different sectors: food aid, forestry, mechanized dry land agriculture and a developmental line of credit presently in the planning stage.

IDA/BCD-560 Formerly Identified as: CIDA-1026

## Ethiopia

*Description:* Major projects in Ethiopia include food aid and rural water supply. Mission-administered funds have been made available to projects in the sectors of adult education, technical training, public health, agriculture and transportation.

IDA/BCD-565 Formerly Identified as: CIDA-1027

## Regional Program (Revised)

*Description:* Mission-administered funds have been made available to the following ten countries for small development projects: Djibouti, Jordan, Lebanon, Liberia, Mauritius, Seychelles, Sierra Leone, Somalia, North Yemen (YAR) and South Yemen (PRDY). In addition, CIDA has just completed assistance for a fisheries project with several West African countries in the mid-Atlantic coastal areas to improve fish catching, handling, processing and developing. In East Africa CIDA has commenced co-funding of two projects to improve maize, wheat and beans, both in production yields and acreage.

IDA/BFD-570 Formerly Identified as: CIDA-1030

## Mali

*Description:* CIDA's assistance program for Mali includes a huge, integrated rural development project; provision of food aid in support of the program for restructuring the grain market; construction of an electrical transmission line; a major project to provide support for the administration of the railroads and the supply of materials; improvement of shipping services; improvement of hydraulic installations; and a scholarship program.

IDA/BFD-575 Formerly Identified as: CIDA-1040

## Niger

*Description:* The Canadian program of co-operation with Niger, which is mainly bilateral, includes some NGO projects and institutional and industrial co-operation activities. Niger also benefits from the activities of international agencies that CIDA supports financially through its multilateral programs. Since the drought at the beginning of the 1970s, the program has aimed at supporting food self-sufficiency, with priority given to the removal of factors that cause isolation, both within Niger and with respect to other countries; stabilization of the vegetation cover; and to human resources. Under the new program review (1984-89), the objective is to contribute to the establishment of a new socio-ecological balance. Priority is placed on stabilizing the vegetation cover, achieving a food balance and promoting energy development. *Topics:* Program for the protection of plants; village water supply; agricultural development; mining exploration; line of credit for the purchase of Canadian goods and services; micro-projects; scholarships program (Niger, third country and Canada); institutional support; development of a road network; telecommunications; many small projects implemented with mission-administered funds, NGO activities (especially in the rural development sector).

IDA/BFD-580 Formerly Identified as: CIDA-1050

## Chad

*Description:* CIDA's aid program for Chad has included educational assistance; the provision of technical advisers in human resources planning and agriculture; reforestation; water improvement; food aid; and assistance under the Sahelian Zone Drought Relief and Development Fund. *Note:* This program is essentially limited to mission-administered funds (MAF), non-governmental organization (NGO) projects and emergency food aid.



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IDA/BFD-585 *Formerly Identified as:* CIDA-1060

### **Burkina Faso**

*Description:* Educational assistance to Burkina Faso has featured a multi-annual scholarship program and technical training in health economics, management and public works. In addition to rural radio and food aid, current economic projects include support for the national program for crop protection; dam building; mineral surveys; road improvement; an energy inventory; and a microproject program.

IDA/BFD-590 *Formerly Identified as:* CIDA-1070

### **Senegal**

*Description:* CIDA's program in Senegal involves primarily bilateral assistance but also includes NGO projects and institutional and industrial co-operation activities. The key sectors are fisheries, energy, forestry, integrated rural development and human resources development. *Topics:* Marketing for small fishermen; protection and monitoring of offshore fishing; fisheries development planning; power transmission lines; studies to plan the development of electrical distribution systems; inventory, management and protection; local projects in integrated rural development through NGOs; scholarship program; technical assistance to the *École polytechnique de Thiès*; a major project involving a number of countries in the development of the Senegal River basin; yearly food aid; numerous small projects implemented through mission administered funds.

IDA/BFD-595 *Formerly Identified as:* CIDA-1080

### **Mauritania**

*Description:* CIDA's program in Mauritania is composed mainly of supplementary food aid and numerous small projects financed through mission administered funds; it also includes technical assistance to the Ministry of Planning as well as scholarships. By the end of fiscal 1985/86, CIDA activities in Mauritania will be limited to MAF projects and, if required, emergency food aid.

IDA/BFD-600 *Formerly Identified as:* CIDA-1090

### **Guinea-Bissau**

*Description:* CIDA's program for Guinea-Bissau consists of numerous small projects financed through mission-administered funds, as well as contributions by the Institutional Co-operation Division through Canadian institutions.

IDA/BFD-605 *Formerly Identified as:* CIDA-1100

### **Cape Verde Islands**

*Description:* CIDA's program in these islands consists of numerous small projects financed through mission-administered funds.

IDA/BFD-610 *Formerly Identified as:* CIDA-1110

### **Algeria**

*Description:* CIDA's program for Algeria is aimed mainly at the construction of seven concrete silos with a capacity of 210,000 tons. Furthermore, an agricultural co-operation program for animal husbandry and poultry production will be getting under way this year; the potato farming and farm management projects are still in the planning stages. Lastly, a system for scientific, technical and cultural co-operation was established in 1982 to promote exchanges between various Canadian and Algerian government departments (agriculture, education and communications).

IDA/BFD-615 *Formerly Identified as:* CIDA-1120

### **Ivory Coast**

*Description:* The aid program for the Ivory Coast focuses on the following areas, listed in order of priority: multisectoral co-operation through a line of credit for large-scale development projects; traditional aid based mainly on energy, mining and educational projects; aid to industrial small and medium-sized businesses.

IDA/BFD-620 *Formerly Identified as:* CIDA-1130

### **Tunisia**

*Description:* Assistance has been provided to Tunisia in a large variety of sectors. In 1982, however, the focus of CIDA's co-operation program shifted to human co-operation (involving scholarships and technical co-operation) on a shared-cost basis and to economic co-operation based on parallel lines of credit with the Export Development Corporation. *Topics:* Agricultural development; production and transmission of electricity; industrial development; promotion of education; measures to improve health and hospital services; supplying of teachers for the *École de l'aviation civile et de la météorologie*; agricultural program; construction of irrigation dams; veterinary services; agricultural activities; poultry farming; and dry farming.

IDA/BFD-625 *Formerly Identified as:* CIDA-1140

### **Morocco**

*Description:* CIDA's program in Morocco has been aimed mainly at developing agriculture and improving human resources. *Topics:* Support for the *École nationale d'agriculture*, the *Institut national agronomique Hassan II* and the *Institut national de statistique et d'économie appliquée*; research on poultry farming; seed and livestock improvement; milk production; supplying of university professors and teachers for regional educational centres; and a line of credit to construct cold-storage facilities. The current program, however, is directed mainly toward human co-operation (involving scholarships and technical co-operation) on a shared-cost basis and economic co-operation based on the use of a parallel line of credit with the Export Development Corporation.

IDA/BFD-630 *Formerly Identified as:* CIDA-1150

### **Malagasy Republic**

*Description:* Essentially, this program centres on development of hydroelectric resources and the use of mission-administered funds. Several Canadian private firms are also active in various sectors through contracts obtained from international organizations such as the World Bank.

IDA/BFD-635 *Formerly Identified as:* CIDA-1160

### **Cameroons**

*Description:* The aid program for Cameroons emphasizes rural development (forests, energy and rural activities), human resources (technical, vocational and managerial training) and parallel program aid (parallel CIDA/Export Development Corporation lines of credit) open to a few priority development sectors.

IDA/BFD-640 *Formerly Identified as:* CIDA-1170

### **Rwanda (Revised)**

*Description:* Bilateral aid to Rwanda is concentrated on rural development and promotion of local industries, development of human resources and reduction of factors which cause isolation. Major projects under way include: assistance to the Université nationale du Rwanda (UNR), development of the Mutara wetland valleys, modernization and maintenance of the telecommunication system, support for civil aviation, and forestry training. Food aid has been provided for the last few years. NGOs and other private Canadian institutions are also very active in Rwanda (water, health and community development).

IDA/BFD-645 *Formerly Identified as:* CIDA-1180

### **Congo**

*Description:* Aid to this country is mainly for the project to improve the Congo-Océan railway and MAF activities.

IDA/BFD-650 *Formerly Identified as:* CIDA-1190

### **Zaire (Revised)**

*Description:* Bilateral aid to Zaire is concentrated on forestry (technical assistance, training, logging, inventories and appropriate technology), rural development in the northeastern region (animal



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husbandry, co-operatives, community projects, SMBs, improved seeds) and support for industry and for the balance of payments (food aid, commodities). NGOs and other private Canadian institutions are also very active in Zaire (health, co-operatives and rural development).

IDA/BFD-655 *Formerly Identified as:* CIDA-1200

## Togo

*Description:* In Togo the aid program is limited to mission-administered funds for small-scale projects, and two major projects: construction of a transmission line, and village water supplies.

IDA/BFD-660 *Formerly Identified as:* CIDA-1210

## Bénin

*Description:* CIDA's two main efforts, support for the *Collège Polytechnique universitaire* and for development of the Port of Cotonou, will terminate this year. Future aid will be limited to MAF financed activities, institutional co-operation and NGO activities.

IDA/BFD-665 *Formerly Identified as:* CIDA-1220

## Gabon

*Description:* Shared-cost technical assistance for education, transportation and water systems; a rural electrification project financed through a parallel line of credit with the Export Development Corporation; and mission-administered-fund-financed activities. A \$10 million line of credit may be used to finance other development activities in Gabon.

IDA/BFD-670 *Formerly Identified as:* CIDA-1240

## Burundi

*Description:* Burundi receives Canadian aid through specialized UN institutions and government organizations (ICSC, EPM) and through small mission-administered-fund-financed projects. Over the past few years, there has been greater participation by Canadian institutions.

IDA/BFD-675 *Formerly Identified as:* CIDA-1250

## Republic of Guinea

*Description:* The Guinea program focuses on the energy sector, air transportation and institutional support. It is aimed at improving planning and management capacity and at meeting urgent needs for spare parts, equipment and basic commodities. *Topics:* Assistance to small and medium-sized businesses; support for domestic air transportation; support for the *Société Nationale de l'Électricité*; bursaries; technical assistance and supplies of commodities.

IDA/BFD-680 *Formerly Identified as:* CIDA-1260

## Central African Republic

*Description:* Mission-administered funds have been made available for small-scale projects, mainly in the rural development, health and education sectors.

IDA/BFD-685 *Formerly Identified as:* CIDA-1270

## Sao-Tome-Principe

*Description:* Mission-administered funds have been made available for small projects.

IDA/RDG-690 *Formerly Identified as:* CIDA-1460

## Contracts (Revised)

*Description:* Information on all services contracts signed by CIDA or recipient countries; information on policies and procedures related to services contracts.

IDA/RDG-695 *Formerly Identified as:* NO REFERENCE  
**Procurement (New)**

*Description:* Guidelines on procurement.

IDA/RDG-700 *Formerly Identified as:* CIDA-1440

## Food Procurement and Transportation (Revised)

*Description:* Planning and implementation of projects associated with the bilateral and multilateral aid. *Topics:* Sourcing, pricing and delivery schedules; modes and transportation of food commodities; delivery schedules. *Retrievability:* Files arranged by fiscal year, by recipient country and by commodity.

IDA/RDG-701 *Formerly Identified as:* CIDA-1450

## DSS Procurement and Transportation (Revised)

*Description:* Procurement of materials and equipment financed under grants and procured through the Department of Supply and Services. *Retrievability:* Files arranged by project and geographical area.

IDA/RDG-705 *Formerly Identified as:* CIDA-1430

## Material and Specifications (Revised)

*Description:* Files covering section non-project activities such as quality assurance, maintenance and Canadian content; copies of project and non-project reports and studies.

IDA/RDG-710 *Formerly Identified as:* CIDA-1412

## Human Resources (Revised)

*Description:* A computerized roster of individuals who have indicated an interest in participating in development projects in the Third World or who have served as CIDA co-operants overseas; data on students from developing countries under CIDA or United Nations auspices undertaking training program in Canada; CIDA Scholarship awards files. *Topics:* Data to assist in the recruiting of experts for overseas assignments, to control the payment of expenses related to trainees in Canada and Canadian Scholarship holders; and to provide statistical data.

IDA/RDG-715 *Formerly Identified as:* NO REFERENCE

## Area Co-ordination Group (New)

*Description:* Arrangement between the Agency and the Bureau of Management Consulting (BMC); quarterly reports on cost increases (bilateral projects); updating of Bilateral Handbook 8; Project Management by Activity Pilot Program (PMBA).

IDA/RVP-720 *Formerly Identified as:* CIDA-1280

## Telecommunications (Revised)

*Description:* Sectoral policy, technical identification, planning, implementation and evaluation of projects. *Topics:* Telephony, data, broadcasting and electronic navigation systems; associated technical assistance and training.

IDA/RVP-725 *Formerly Identified as:* CIDA-1290

## Transportation (Revised)

*Description:* Sectoral policy, identification, planning, implementation and evaluation of projects, feasibility studies. *Topics:* Intermodal and unimodal transportation; air, surface and marine transportation.

IDA/RVP-730 *Formerly Identified as:* CIDA-1300

## Energy (Revised)

*Description:* Sectoral policy and feasibility studies. *Topics:* Development of energy resources; power generation — hydro, thermal, geothermal; power transmission and distribution; construction of energy-related infrastructure; pipelines and other oil and gas installations; renewable energy and related economic and financial viability studies.

# CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

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IDA/RVP-735 *Formerly Identified as:* CIDA-1310

## **Water (Revised)**

*Description:* Sectoral policy, appraisal, definition, implementation, evaluation and operation of projects. *Topics:* Water resources, water impondment, domestic water supply and sanitation.

IDA/RVP-740 *Formerly Identified as:* CIDA-1320

## **Architecture (Revised)**

*Description:* Planning and implementation of projects. *Topics:* Institutional and residential buildings.

IDA/RVP-745 *Formerly Identified as:* CIDA-1321

## **Construction (Revised)**

*Description:* Planning, programming and implementation of projects. *Topics:* All types of construction work in connection with public works, transportation, energy, municipal works, and telecommunications.

IDA/RVP-750 *Formerly Identified as:* CIDA-1330

## **Agriculture (Revised)**

*Description:* Development, implementation and evaluation of programs and projects in the agricultural disciplines. *Topics:* Land and water development; crops; livestock; agricultural support services and rural development; agriculture policy development.

IDA/RVP-755 *Formerly Identified as:* CIDA-1340

## **Forestry (Revised)**

*Description:* Development, implementation and evaluation of programs and projects in the forestry disciplines. *Topics:* Forest management, reforestation, social forestry and forest product processing industries; forestry policy development.

IDA/RVP-760 *Formerly Identified as:* CIDA-1350

## **Mining and Metallurgy (Revised)**

*Description:* Development, implementation and evaluation of programs and projects in the mining disciplines. *Topics:* Exploration, development, production and processing of minerals, mining policy, planning and administration; mining policy development.

IDA/RVP-765 *Formerly Identified as:* CIDA-1360

## **Fisheries (Revised)**

*Description:* Development, implementation and evaluation of programs and projects in the fisheries disciplines. *Topics:* Fresh water and salt water fish products technology; fisheries policy development.

IDA/RVP-770 *Formerly Identified as:* CIDA-1370

## **Industrial Services (Revised)**

*Description:* Identification, planning and implementation of projects in the primary, secondary and service sectors. *Topics:* Industrial financing, small and medium-sized businesses (SMBs), light industry

and handicrafts, market surveys; industrial sector development, industrial policies development.

IDA/RVP-775 *Formerly Identified as:* CIDA-1380

## **Resource Inventories (Revised)**

*Description:* Planning and implementation of programs and projects, database management. *Topics:* Aerial geophysical surveys; remote sensing; photogrammetry; surveys; mapping; geodesy.

IDA/RVP-780 *Formerly Identified as:* CIDA-1390

## **Education (Revised)**

*Description:* Studies. *Topics:* Formal and non-formal education, management of educational projects.

IDA/RVP-785 *Formerly Identified as:* CIDA-1400

## **Health and Population (Revised)**

*Description:* Studies. *Topics:* Demography; family planning and nutrition; public health; control of water and airborne diseases; epidemiology; parasitology; staff training; establishment of facilities, standards for the operation and maintenance of these facilities, material and equipment.

IDA/RVP-790 *Formerly Identified as:* CIDA-1401

## **Development Communication (Revised)**

*Description:* Studies. *Topics:* Development communication and project management.

IDA/RVP-795 *Formerly Identified as:* CIDA-1410

## **Human Settlements (Revised)**

*Description:* Studies and project implementation. *Topics:* Demography and human settlements.

IDA/RVP-800 *Formerly Identified as:* CIDA-1411

## **Institutional Support and Management (Revised)**

*Description:* Studies and project implementation. *Topics:* Organizational and management development.

## **Deleted Classes of Records**

The following classes of records have been deleted because the information has been amalgamated with other classes of records.

CIDA-40 Agreements  
CIDA-60 Conferences, Meetings, Symposiums  
CIDA-150 Multidimensional Issues  
CIDA-180 Committees  
CIDA-210 Second United Nations Development Decade  
CIDA-230 Emergency Relief  
CIDA-520 Canadian Sector  
CIDA-1230 Angola  
CIDA-1413 Briefing of Technical Experts  
CIDA-1420 Commodities and Lines of Credit  
CIDA-1470 Selection of Consultants





# **CANADIAN LIVESTOCK FEED BOARD**

## **Chapter 23**

# CANADIAN LIVESTOCK FEED BOARD

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## Background

The Canadian Livestock Feed Board (CLFB) derives its origin from a policy conceived as a result of representations made by various farm organizations of eastern Canada and British Columbia through the Canadian Federation of Agriculture. In 1965, following an all-party recommendation, the Board was formed. On April 6, 1967, appointments to the Board were announced and the Montréal headquarters was established two months later.

## Laws and Regulations

The Board operates under the authority of the *Livestock Feed Assistance Act*, 1966-67, C.52, S.1. Freight assistance payments are made under the Feed Grain Transportation and Storage Assistance Regulations.

The Board also administered the following storage programs in co-operation with Agriculture Canada and under the authority of Treasury Board minutes:

- Local Feed Grain Security
- New Inland Elevators
- Existing Inland Elevators

These programs are now terminated.

## Overall Responsibilities

The basic objectives of the Board are to attempt to ensure, within the framework of the *Livestock Feed Assistance Act*, that livestock feeders in eastern Canada and British Columbia have available, at the right time and locations and in sufficient amounts, the various categories of feed grains they require for feeding their livestock and poultry. At the same time, the Board also ensures that the feed grain prices of basic sources of supply are reasonably stable and that there is a fair equalization of prices of feed grains within eastern Canada and British Columbia. This calls for continuous methodical research into markets and transportation developments, flow of grains, utilization of storage space, consumption patterns of feed grains for various livestock, and industrial uses.

Because of the complexity of the feed grain economy and the major impact of its operations, the Board maintains relations with

government agencies, trade organizations, farmers' associations, and universities across Canada.

At the federal level, the Board has close contact with Agriculture Canada, the Canadian Wheat Board, the Canadian Grain Commission, Statistics Canada, the Farm Product Marketing Council, etc. At the provincial level, the Board has contact with most provincial departments of agriculture. In addition, the Board maintains liaison with individuals and organizations representing both farmers and trade organizations.

## Feed Freight Assistance Program

This program pays for a portion of the cost of transporting feed grains produced in the Prairie region to grain-deficit areas of eastern Canada, British Columbia, the Yukon and Northwest Territories, and feed grains produced in Ontario and moved eastward to Québec and the Atlantic provinces.

## Local Feed Grain Security Program

This program paid carrying charges on additional physical inventories of eligible grains carried by feed mills located in grain-deficit areas of Canada over historical levels. It ended on March 31, 1985.

## New Inland Elevator Program

This program paid up to fifty percent of capital costs of building to a maximum of \$500,000. This program ended on March 31, 1983, while the program dealing with expansions to existing facilities ended on March 31, 1982.

## Access Procedures

All requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Canadian Livestock Feed Board  
P.O. Box 177  
Snowdon Station  
Montréal, Québec  
H3X 3T4  
Telephone: (514) 283-7505

# **CANADIAN PATENTS AND DEVELOPMENT LIMITED**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 24**





# **CANADIAN PENITENTIARY SERVICE**

## **Chapter 25**

# CANADIAN PENITENTIARY SERVICE

## CANADIAN PENITENTIARY SERVICE (CPS)

### POLICY, PLANNING AND ADMINISTRATION BRANCH

### COMMUNICATIONS BRANCH (COM)

005 Correspondence Management  
010 Information Services  
015 Books and Publications  
020 Enquiries

### TECHNICAL SERVICES BRANCH

(TSB)

025 Technical Services  
030 Electronics and Telecommunications —  
    General  
035 Electronics and Telecommunications —  
    Security  
040 Facilities Planning

### ENGINEERING, ARCHITECTURE AND PROPERTIES DIVISION

(EAP)

045 Engineering, Architecture  
    and Properties  
050 Accommodation  
055 Buildings  
060 Buildings — Fire Safety  
065 Lands  
070 Utilities  
075 Heating  
080 Vehicles  
085 Vehicle Parking

### FOOD SERVICES DIVISION

(FSD)

090 Food Services

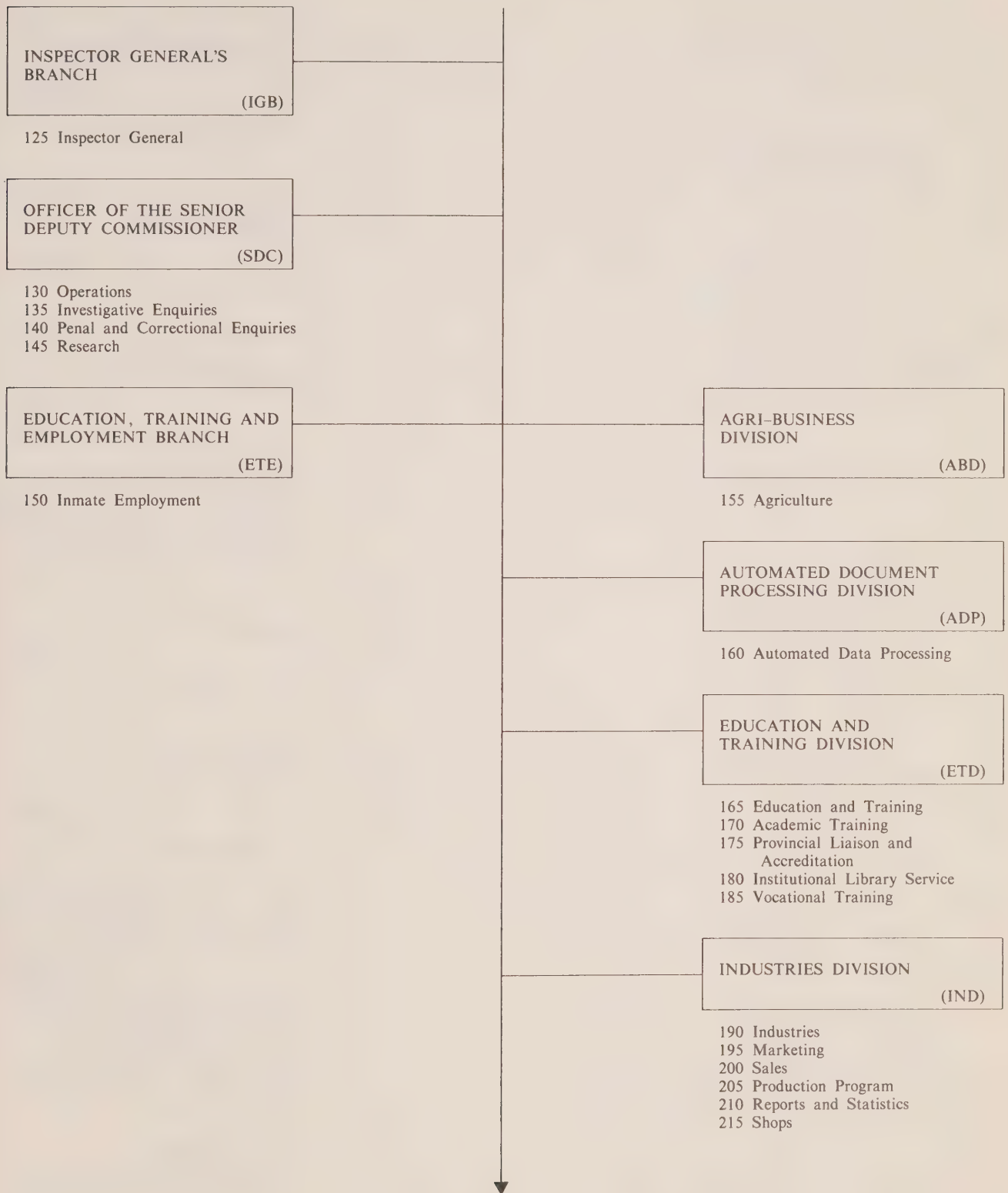
### MATERIEL MANAGEMENT DIVISION

(MMD)

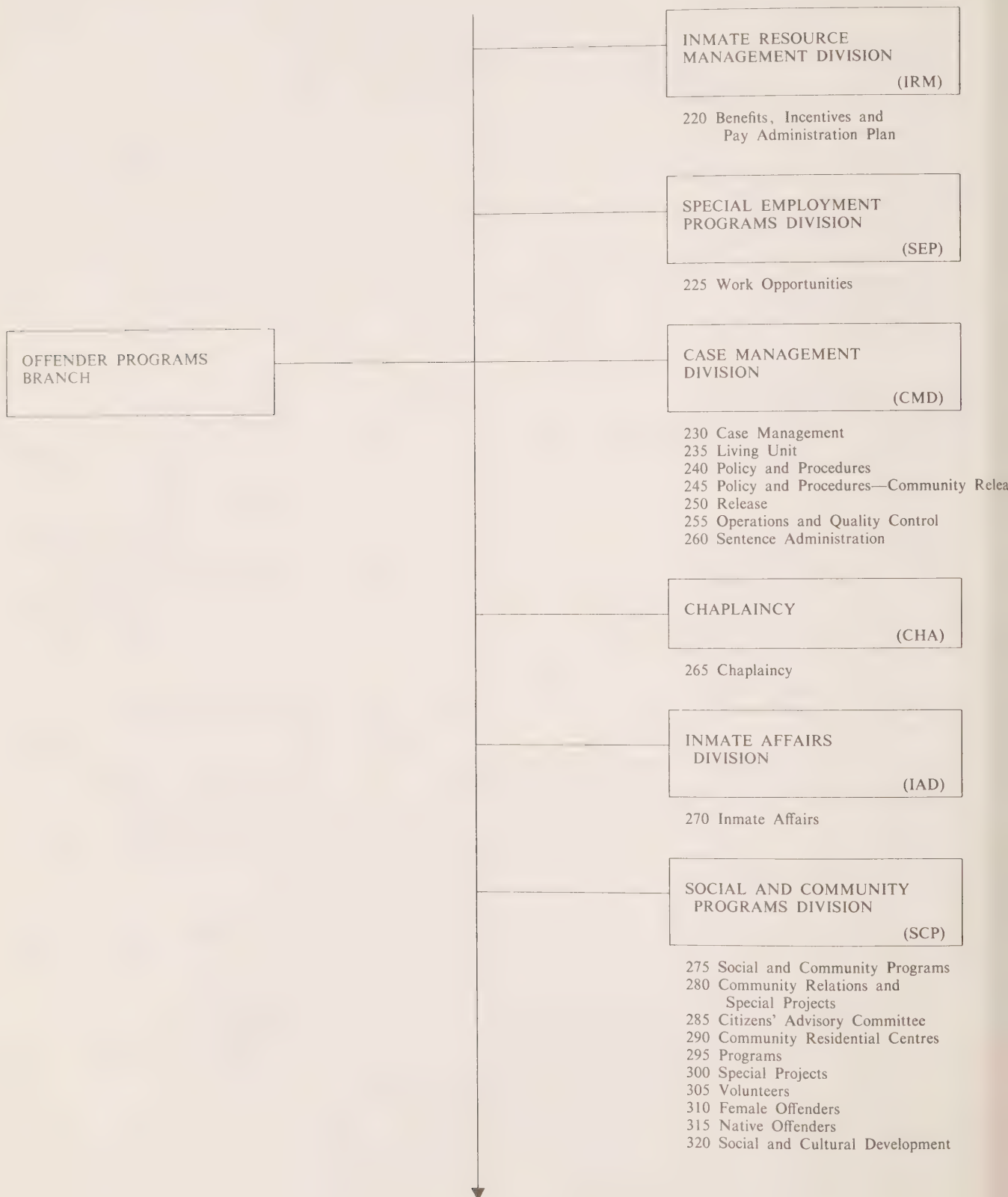
095 Materiel Management  
100 Equipment  
105 Health Care Equipment  
110 Institutional Services  
115 Procurement  
120 Supplies



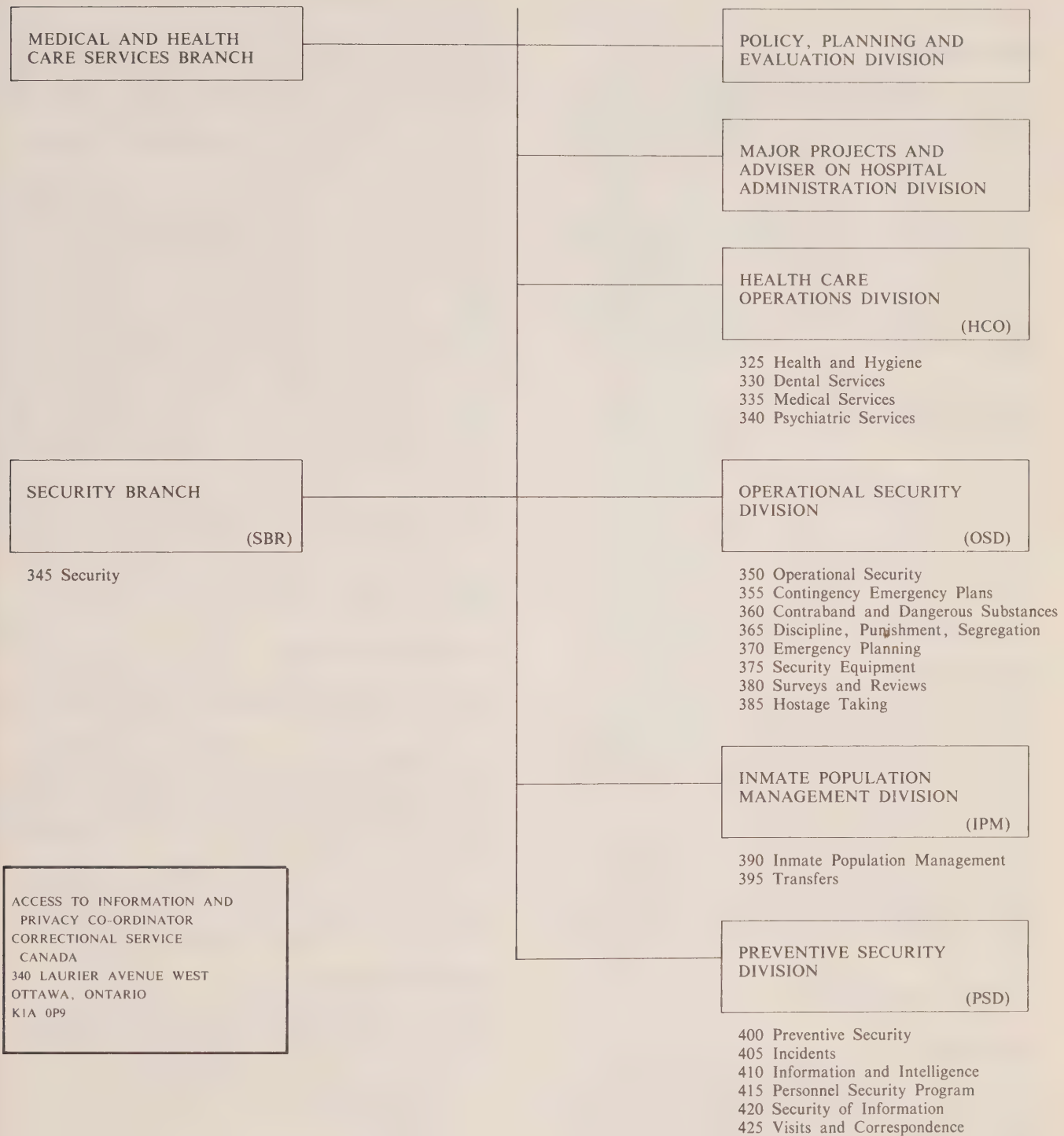
# CANADIAN PENITENTIARY SERVICE



# CANADIAN PENITENTIARY SERVICE



# CANADIAN PENITENTIARY SERVICE





## Background

In 1868, a federal penal system was created under federal jurisdiction for the establishment, maintenance and management of penitentiaries for offenders sentenced to two years or more. At that time, parole did not exist, leisure time was spent in solitary confinement, and a rule of silence was standard for all inmates from the day of incarceration until the day of release.

In 1977, radical changes were brought about with the amalgamation of the Canadian Penitentiary Service and the National Parole Service, which resulted in the formation of the Correctional Service of Canada (CSC). The Service, as it stands today, provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects. Such considerations make for a more compassionate environment for the offender within the institutional setting.

## Laws and Regulations

- Penitentiary Act
- Parole Act
- Prison and Reformatories Act
- Federal Corrections Act
- Criminal Records Act
- Criminal Law Amendments Act
- The Criminal Code
- Young Offenders Act

## Organization

The Correctional Service of Canada has three levels of management: a national headquarters, five regional headquarters and 140 institutions. In keeping with the management principle of centralized policy and decentralized administration, the headquarters plan, develop, evaluate and control policies while the facilities implement them, taking into account the region's varying environments, offender populations and resources.

Overall control is exercised by the Commissioner and CSC's Senior Management Committee, comprising the Commissioner, the Senior Deputy Commissioner, the heads of eight branches and five regional deputy commissioners. Line management is exercised by the Commissioner, the regional deputy commissioners and the facility heads, while functional direction is provided by the branch heads.

## Overall Responsibilities

### Administration

Administrative and staff support is provided by the following branches: Policy, Planning and Administration, which provides financial, personnel, directives management and administrative services, and functions as a management control tool; Technical Services, which holds responsibility for buildings, properties and accommodation, as well as equipment and supplies; Communications, which handles media and public relations, correspondence and parliamentary relations; and Inspector General, which is responsible for the audit and review of all areas of the Service, special enquiries and projects requested by the Commissioner of Corrections and the CSC accreditation program.

## Programs

The administration of sentences and preparation of federal offenders for useful re-entry into society involves four major programs that correspond to CSC's four operational branches: Security; Offender Programs; Medical and Health Care Services; and Education, Training and Employment.

The Security Branch is responsible for the functional direction and control of CSC security operations.

The Offender Programs Branch is responsible for the functional direction and control of Case Management, which provides co-ordinated management and administration of the offender's entire sentence, ensures that offenders receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal offenders, and makes recommendations to the National Parole Board for conditional release through full and day parole; Social and Community Programs, which provide offenders with the opportunity for social, emotional, physical and personal development and promote effective working relationships and administration of policies on the use of private sector agencies; Chaplaincy, which encourages offenders to develop the spiritual dimension of their lives; and Inmate Affairs, which ensures that offenders are treated fairly and humanely and are accorded rights outlined in international covenants and the United Nations Standard Minimum Rules for the Treatment of Prisoners.

The Medical and Health Care Services Branch exercises functional direction and control over all medical and health care services provided to offenders.

The Education, Training and Employment Branch asserts functional direction and control of offender education and training as well as work opportunities.

## Organization of Records

CSC records are broken down into five different categories: subject, offender, staff, information on general public, and administrative files — personal information.

The first category, subject records, is organized by main or primary subjects, which in turn are broken down into secondary subjects and, where warranted, tertiary subjects. Although the subject records are organized according to the departmental records classification system, various branches maintain a substantial number of records that have not been incorporated into this system.

The other four categories — offender, staff, information on general public, and administrative files — are handled under the *Privacy Act*.

Please note that CSC's Management of Recorded Information Program is under review and may be subject to change.

## Access Procedures

If you wish to make a formal access request under the *Access to Information Act*, please specify the location of the records you seek, and submit a formal access request form to

Access to Information and Privacy Co-ordinator  
Correctional Service Canada  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P9  
Telephone: (613)995-3689

## Regional Contacts

In general, information on service-wide programs and policies is best obtained by specifying "Ottawa" on the access request form. For

# CANADIAN PENITENTIARY SERVICE

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greater detail, please specify the regional headquarters or facility of interest.

## Regional Headquarters — Atlantic

Correctional Service Canada  
1222 Main Street  
Terminal Plaza, 2nd Floor  
Moncton, New Brunswick  
H1C 1H6

## Regional Headquarters — Québec

Correctional Service Canada  
3 Place Laval, 2nd Floor  
Laval, Québec  
H7N 1A2

## Regional Headquarters — Ontario

Correctional Service Canada  
P.O. Box 1174  
440 King Street West  
Kingston, Ontario  
K7L 4Y8

## Regional Headquarters — Prairies

Correctional Service Canada  
2002 Quebec Avenue  
P.O. Box 9223  
Saskatoon, Saskatchewan  
S7K 3X5

## Regional Headquarters — Pacific

Correctional Service Canada  
P.O. Box 4500  
32315 South Fraser Way  
Abbotsford, British Columbia  
V2T 4M8

## Facilities

### Atlantic Region

Dorchester Penitentiary  
Renous Institution  
Springhill Institution  
Westmorland Institution  
Carlton Centre  
Parrrtown Centre  
Sand River Community Correctional Centre  
Truro Parole District Office  
Bathurst Parole Office  
Charlottetown Parole Office  
Corner Brook Parole Office  
Fredericton Parole Office  
Grand Falls Parole Office  
Halifax Parole Office  
Kentville Parole Office  
Moncton Parole Office  
Saint John (New Brunswick) Parole Office  
St. John's (Newfoundland) Parole Office  
Sydney Parole Office

### Québec Region

Correctional Staff College  
Archambault Institution  
Correctional Development Centre  
Cowansville Institution  
Drummond Institution  
Federal Training Centre  
La Macaza Institution  
Laval Institution  
Leclerc Institution  
Montée Saint-François Institution  
Regional Reception Centre  
Sainte-Anne-des-Plaines Institution  
Benoit IV Centre  
Hochelaga Centre  
Martineau Centre  
Ogilvy Centre  
Pie IX Centre  
Sherbrooke Centre  
Eastern Québec Parole District Office  
Montréal Metropolitan Parole District Office  
Western Québec Parole District Office  
Chicoutimi Parole Office  
Duverney Parole Office  
Fabre Parole Office  
Granby Parole Office  
Hull Parole Office  
Laurentides Parole Office  
Montréal Acadie Parole Office  
Montréal Centre-North Parole Office  
Montréal Centre-South Parole Office  
Montréal Langelier Parole Office  
Montréal Longueuil Parole Office  
Montréal West Parole Office  
Québec Parole Office  
Rimouski Parole Office  
Rouyn Noranda Parole Office  
Sainte-Thérèse Parole Office  
Trois-Rivières Parole Office

### Ontario Region

Correctional Staff College  
Regional Psychiatric Centre  
Regional Supply Centre  
Beaver Creek Correctional Camp  
Collins Bay Institution  
Frontenac Institution  
Joyceville Institution  
Kingston Penitentiary  
Millhaven Institution  
Pittsburg Institution  
Prison for Women  
Warkworth Institution  
Keele Centre  
Montgomery Centre  
Central Ontario Parole District Office  
Eastern Ontario Parole District Office  
Western Ontario Parole District Office  
Barrie Parole Office  
Belleville Parole Office  
Brampton Parole Office  
Brantford Parole Office  
Chatham Parole Office  
Etobicoke Parole Office  
Guelph Parole Office  
Hamilton Parole Office  
Kenora Parole Office

# CANADIAN PENITENTIARY SERVICE

Kingston Parole Office  
London Parole Office  
Niagara Falls Parole Office  
Oshawa Parole Office  
Ottawa Parole Office  
Peterborough Parole Office  
Sault Sainte Marie Parole Office  
Scarborough Parole Office  
Sudbury Parole Office  
Thunder Bay Parole Office  
Timmins Parole Office  
Toronto York Parole Office  
Windsor Parole Office

## Prairies Region

Correctional Staff College  
Regional Psychiatric Centre  
Bowden Institution  
Drumheller Institution  
Edmonton Institution  
Rockwood Institution  
Saskatchewan Farm Institution  
Saskatchewan Penitentiary  
Stony Mountain Institution  
Altadore Centre  
Grierson Centre  
Osborne Centre  
Oskana Centre  
Portal House  
Calgary Parole District Office  
Edmonton Parole District Office  
Regina Parole District Office  
Winnipeg Parole District Office  
Brandon Parole Office  
Calgary Parole Office  
Lethbridge Parole Office  
Prince Albert Parole Office  
Red Deer Parole Office  
Saskatoon Parole Office  
Thompson Parole Office  
Yellowknife Parole Office

## Pacific Region

Correctional Staff College  
Regional Psychiatric Centre  
Elbow Lake Institution  
Ferndale Institution  
Kent Institution  
Matsqui Institution  
Mission Institution  
Mountain Institution  
William Head Institution  
Matsqui Trailers Day Parole Centre  
Pandora Centre  
Robson Centre  
Abbotsford Parole Office  
Chilliwack Parole Office  
Kamloops Parole Office  
Prince George Parole Office  
Terrace Parole Office  
Vancouver Parole Office  
Vernon Parole Office  
Victoria Parole Office  
Whitehorse Parole Office

## POLICY, PLANNING AND ADMINISTRATION BRANCH

The branch provides personnel, finance and administrative services that are common to all government departments. Details on the classes of records held by such administrative units may be found in the Standard Classes of Records section of this Register.

### Manuals

- Commissioner's Directives
- Divisional Instructions

## Communications Branch

The responsibilities of the branch are to promote understanding of the objectives, roles, policies and activities of the Correctional Service of Canada through effective internal and external communication; to project an accurate and positive image of the CSC; to develop an awareness of impending events, and appropriate strategies and communications skills for all CSC activities; to promote relationships with criminal justice-related agencies and volunteers; and to gain public support for the generally recognized goals of corrections.

## Technical Services Branch

The branch maintains functional direction and control over material management, food services, institutional services, engineering, architecture and properties and general technical services.

### Manuals

- Tools and Equipment Manual
- Technical Services Manual

## Engineering, Architecture and Properties Division

The division is responsible for the maintenance and protection of lands and buildings, the supervision of minor construction projects and the provision of utilities.

## Food Services Division

The division provides meals for inmates and duty meals for staff.

## Materiel Management Division

The division is responsible for the acquisition, storage and issue of equipment and materials for all activities in the institution.

## Inspector General's Branch

This branch is responsible to the Commissioner for the accreditation of institutions and certain administrative and security enquiries, as well as the conduct of management, financial, staffing and classification audits.

## Office of the Senior Deputy Commissioner

The Office is responsible to the Commissioner for the operations of the Correctional Service of Canada. It maintains functional direction and control over the Education, Training and Employment, Offender Programs, Medical and Health Care Services, and Security branches.

## Education, Training and Employment Branch

The branch is responsible for the functional direction and control of inmate employment activities, providing work, training and



# CANADIAN PENITENTIARY SERVICE

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educational opportunities to inmates and enabling them to find employment upon release, while helping to defray CSC costs through the manufacture and sale of over \$7 million in goods. The functional direction covers 22 institutional schools, 28 workshops and five farms as well as forestry camps, construction and special projects. The branch also maintains liaison with other federal departments, provincial educational and vocational agencies, non-profit organizations and private industry.

## Manuals

- Commissioner's Directives
- Divisional Instructions

## Agri-business Division

The division is responsible for the development, functional direction and evaluation of CSC agricultural activities employing inmates, e.g., the operation of five institutional farms (beef, pork, fish, poultry, vegetables, fruit and dairy products); canning, slaughtering and other food processing; distribution systems; and horticulture.

## Automated Document Processing Division

The division is responsible for the development, functional direction and evaluation of CSC automated document processing activities employing inmates, e.g., data capture, microfilm, marketing.

## Education and Training Division

This division is responsible for the development, functional direction and evaluation of CSC education and vocational training services to inmates: the operation of 22 institutional schools, the provision of academic courses from literacy training to university degrees, as well as vocational training; professional standards and accreditation; trades and work placement; and institutional libraries.

## Industries Division

The division is responsible for the development, functional direction and evaluation of CSC's industrial activities employing inmates: the operation of 28 industrial workshops, providing work and training opportunities for inmates while manufacturing goods for CSC institutions, individuals, government and non-profit organizations; product development; production management and quality control; finance; marketing.

## Manuals

- Industries Operations Manual
- CORCAN Code Book

## Inmate Resource Management Division

The division is responsible for overall program integration, e.g., work assignment boards, incentives, pay and benefits systems, accident prevention and safety standards.

## Manuals

- Inmate Pay Manual

## Special Employment Programs Division

This division is responsible for the development, functional direction and evaluation of special inmate employment activities, e.g., forestry operations and work camps, construction and renovation projects and inmate business.

## OFFENDER PROGRAMS BRANCH

This branch is responsible for the functional direction and control of Chaplaincy, Case Management, Inmate Affairs and Social and Community Programs. It also maintains liaison with the National Parole Board, police forces, private after-care and provincial probation agencies.

## Manuals

- Commissioner's Directives
- Divisional Instructions

## Case Management Division

The division co-ordinates management and administration of the inmate's entire sentence, ensures that inmates receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal inmates, and makes recommendations to the National Parole Board for conditional release through full and day parole.

Inmates are assigned to case management teams shortly after admission. These teams review all information on inmates and then develop individual program plans. These plans consider the inmate's needs and objectives, the services and activities in which the inmate will participate, and plans for eventual transfer or conditional release. Participation and progress are monitored and the inmate is informed of his or her assessment on a regular basis.

## Manuals

- Case Management Manual
- Case Supervision Procedures Manual
- National Parole Service Procedures Manual
- Case Preparation Procedure Manual

## Chaplaincy

The Chaplaincy is responsible for the development, functional direction and evaluation of religious services to inmates.

## Manuals

- Chaplain's Manual

## Inmate Affairs Division

The division is responsible for the development, functional direction and evaluation of inmate affairs activities to ensure fair and humane treatment, e.g., inmates' rights, complaints and grievances. In addition, it produces related booklets and investigates, hears and resolves inmates' complaints and grievances, through up to four decision-making levels.

## Manuals

- Grievance Manual

## Social and Community Programs Division

The division provides offenders with the opportunity for social, emotional, physical and personal development through recreation and physical fitness programs, hobbycraft programs, citizen participation programs, life skills courses, assistance programs for social and family relations and special programs to meet the needs of women, natives and other groups. Other important functions are the promotion of effective working relationships and the administration of policy on the use of private sector agencies.

## Medical and Health Care Services Branch

The branch is responsible for the functional direction and control of medical and health care activities: the medical, psychiatric, dental, surgical and nursing care of inmates provided by CSC Regional Psychiatric and Health Care Centres as well as by public hospitals and private practitioners; hospital administration; liaison with medical and other professional associations in Canada and abroad; and bilateral negotiations and agreements with provincial governments on the provision of health care services.

### Manuals

- Commissioner's Directives
- Divisional Instructions
- Medical and Health Care Services Policy and Procedure
- Nursing Manual

## Policy, Planning and Evaluation Division

The division is responsible for the development and evaluation of branch policies and plans. It co-ordinates policy planning activities; operates performance measurement and other management information systems; audits research proposals; and ensures the efficiency and confidentiality of health care information.

## Major Projects and Adviser on Hospital Administration Division

The division is responsible for the planning and implementation of major projects, including preparations for the Second World Congress on Prison Medicine, and tendering systems for health care services provided by public hospitals and private practitioners. In addition, it provides professional advice on hospital administration.

## Health Care Operations Division

The division is responsible for the development, functional direction and control of CSC nursing and paramedical activities, such as those at regional psychiatric centres and institutional health care offices; services provided by provincial hospitals and private practitioners; and for medical facilities, equipment and supplies.

### Manuals

- Medical and Health Care Services Manual
- Nursing Manual

## Security Branch

The branch is responsible for the functional direction and control of the Operational Security, Preventive Security and Inmate Population Management Divisions.

### Manuals

- Security Manual

## Operational Security Division

The division is responsible for the development, functional direction and evaluation of operational security activities, including contingency and emergency planning; the custody, escort and discipline of inmates; censorship and contraband control; disturbances; security equipment and electronic security systems; manning standards; security aspects of fire safety; security surveys; and crisis management.

## Inmate Population Management Division

The division is responsible for the development, functional direction and evaluation of inmate population management activities, including accommodation control; interregional and international transfers; the provision and use of protective custody, segregation, punitive dissociation, special handling facilities and related dangerous inmate policies; the direction and control of the movement of inmates among these special facilities; and the maintenance of an inmate population management reporting system.

### Manuals

- Case Management Manual

## Preventive Security Division

The division is responsible for the development, functional direction and evaluation of preventive security activities, which include the collection, protection, analysis and reporting of intelligence information; preventive measures to safeguard the public, staff and inmates; maintaining the security of CSC property (other than institutions); and the conduct of security surveys and investigations.

## Classes of Records

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CPS/COM-005 *Formerly Identified as:* CSC-10

### Correspondence Management

*Description:* Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence management — channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters — questions asked in the House of Commons, Minister's house book, ministerial enquiries, employment enquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input.

CPS/COM-010 *Formerly Identified as:* CSC-20

### Information Services

*Description:* Information on the administration of public affairs and relations. *Topics:* Address, mailing and distribution lists; biographies — media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising — newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs — displays and models; lectures and lecturers — Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau.

CPS/COM-015 *Formerly Identified as:* CSC-30

### Books and Publications

*Description:* Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications — printing and binding, editing, sale and distribution, requests for publications; individual — discussion, compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courier, Social Developer, Monday Morning Highlights, Inside/Outside, Telecom, Intercom.

CPS/COM-020 *Formerly Identified as:* CSC-40

### Enquiries (Revised)

*Description:* Enquires made by members of the public press or Parliament on the Correctional Service of Canada. *Topics:* Requests



## CANADIAN PENITENTIARY SERVICE

to interview officials or offenders; correspondence received on persons thought to be offenders or awaiting transfer to an institution. *Special Access Note:* Access requests for information on persons awaiting transfer to an institution should be made under the *Privacy Act*. All other access requests for this bank should be made under the *Access to Information Act*.

CPS/TSB-025 *Formerly Identified as:* CSC-50

### **Technical Services**

*Description:* Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. *Topics:* Construction — codes and regulations; contracts — projects, individual contracts, design change requests; institutional performance specifications — educational facilities; programs — accelerated construction program, capital projects authorization and implementation system.

CPS/TSB-030 *Formerly Identified as:* CSC-60

### **Electronics and Telecommunications — General**

*Description:* Information on the provision of electronics and telecommunications services. *Topics:* Communications — Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television — control radio, inmate radio and television (departmental and personal), two-way radio; telephone — directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex — facsimile, telegraphs.

CPS/TSB-035 *Formerly Identified as:* CSC-70

### **Electronics and Telecommunications — Security**

*Description:* Information on the acquisition and installation of security electronics equipment. *Topics:* Integrated Communication and Control System — sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing; Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter-technical intrusion inspection.

CPS/TSB-040 *Formerly Identified as:* CSC-80

### **Facilities Planning**

*Description:* Information on the planning of facilities. *Topics:* Public awareness program; five-year construction program; accommodation program 1980-90; chapel; community release centres; female accommodation health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; accommodations standards — building program element, executive summary; construction systems and materials — materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security and control systems — electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security systems.

CPS/EAP-045 *Formerly Identified as:* CSC-90

### **Engineering, Architecture and Properties**

*Description:* Information on buildings and properties; accounting and inventories; real property, including acquisition and disposal; and the environmental protection program. *Topics:* Buildings and properties — signage program, heritage buildings and properties, photographs; accounting and inventories — Central Real Property Inventory, site plans; acquisition of real property — leases, expropriation, mobile trailers, proposed new sites; disposal of real property — notification of excess Crown property, report of surplus lands and buildings;

environmental protection program — air pollution, water pollution, noise control, environmental assessment and review process, clean-up program.

CPS/EAP-050 *Formerly Identified as:* CSC-100

### **Accommodation**

*Description:* Information on all aspects of accommodation. *Topics:* Accommodation — offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; recreation and training areas — baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics — cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports.

CPS/EAP-055 *Formerly Identified as:* CSC-110

### **Buildings**

*Description:* Information on building administration and upkeep. *Topics:* Buildings — floor directives, bulletin boards, elevator services, use of facilities; alterations and repairs — requisition for services, Public Works Canada; damages; maintenance — hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards.

CPS/EAP-060 *Formerly Identified as:* CSC-120

### **Buildings — Fire Safety**

*Description:* Information on all aspects of fire safety. *Topics:* Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire drills; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service Canada fire inspection reports.

CPS/EAP-065 *Formerly Identified as:* CSC-130

### **Lands**

*Description:* Information on the administration of lands. *Topics:* Lands — burial grounds and cemeteries, quarries, trespassing; concessions — easement, rights-of-way, cattle grazing privileges, lease-backs; development — site grading and levelling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks — snow removal.

CPS/EAP-070 *Formerly Identified as:* CSC-140

### **Utilities**

*Description:* Information on the provision of utilities. *Topics:* Utilities — refrigeration; conservation of energy — reports, solar energy, wood and waste products (biomass); electric power — electrical distribution system, emergency standby generators, floodlighting; garbage disposal — garbage dumps, incinerators; water and sewage — filtration and water treatment plant, plumbing systems, water mains, sewer and drains; water towers and reservoirs, wells.

CPS/EAP-075 *Formerly Identified as:* CSC-150

### **Heating**

*Description:* Information on the provision of heating utilities. *Topics:* Heating fuels — coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants — boiler and furnace, performance monthly statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning — heat distribution system, monitoring and control systems, ventilation, building environment control.

CPS/EAP-080 *Formerly Identified as:* CSC-160

### **Vehicles**

*Description:* Information on the management and provision of government-owned vehicles. *Topics:* Fleet management information



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system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins.

CPS/EAP-085 *Formerly Identified as:* CSC-170

## Vehicle Parking

*Description:* Information on vehicle parking. *Topics:* Regulations; application; permits.

CPS/FSD-090 *Formerly Identified as:* CSC-180

## Food Services

*Description:* Information on the supply of foodstuffs and the administration of the food services program. *Topics:* Foods — canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); food service program — ration scale, menu sheets, messing, Christmas bags, special diets, free meals.

CPS/MMD-095 *Formerly Identified as:* CSC-190

## Materiel Management

*Description:* Information on overall materiel management. *Topics:* Equipment and supplies — agreements and guarantees; accounting and inventories — boards of survey, overages and shortages, stock-taking; catalogues, manuals, price lists — office equipment and supplies, tool and equipment manual; disposal and surplus — condemnation, transfer of material to other government departments, write-offs; drawings and specifications — buildings; industrial drawings; Canadian Government Specifications Board.

CPS/MMD-100 *Formerly Identified as:* CSC-200

## Equipment

*Description:* Information on the acquisition of equipment. *Topics:* Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; boiler equipment; data processing equipment — computers, computer terminals; maintenance and repairs — office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; microfilming equipment — printer-reader, film; office appliances — calculating machines, tape recorders, typewriters, photocopying equipment, word processors.

CPS/MMD-105 *Formerly Identified as:* CSC-210

## Health Care Equipment

*Description:* Information on the acquisition of health care equipment. *Topics:* Dental, optical, physiotherapy, first aid kits; hospital equipment — beds (other than cell, dormitory, and household), X-ray, operating room; pharmaceutical — drugs, inspections by Health and Welfare Canada.

CPS/MMD-110 *Formerly Identified as:* CSC-220

## Institutional Services

*Description:* Information on the procurement services required by institutions. *Topics:* Clothing — officer clothing, inmate clothing (institutional), inmate clothing (discharge), report on stock of cloth for officers' uniforms; furniture and furnishings — kitchen smallware; cell and dormitory — beds and bedding, lighting fixtures, lockers, chairs, sofas; household — beds and bedding, chesterfields, chairs, sofas; office — filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques); clothing and accommodation — cell and dormitory accommodation, clothing.

CPS/MMD-115 *Formerly Identified as:* CSC-230

## Procurement

*Description:* Regulations, instructions and procedures relating to procurement. *Topics:* Procurement — purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue, tender lists; contracts; local purchase orders; requisitions; standing offer agreements.

CPS/MMD-120 *Formerly Identified as:* CSC-240

## Supplies

*Description:* Information on the purchase of supplies. *Topics:* Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials — hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies — institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels — coal, furnace or stove oil, gas; motor fuels — gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies — cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery.

CPS/IGB-125 *Formerly Identified as:* CSC-250

## Inspector General

*Description:* Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. *Topics:* Correctional Investigator's inquiries; special projects; management review — regional checklists; financial audits — annual financial audit report, quarterly report on financial audits; classification audits; staffing audits — Public Service Commission of Canada audits, anomaly reports, questionnaire and analysis; correctional standards — Commission on Accreditation for Corrections Inc. (U.S.), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative enquiries.

CPS/SDC-130 *Formerly Identified as:* CSC-260

## Operations

*Description:* Information on the operations of CSC in general. *Topics:* Youth Services crime prevention; relocation of federal female offenders.

CPS/SDC-135 *Formerly Identified as:* CSC-270

## Investigative Enquiries (Revised)

*Description:* Records on investigations conducted by the Inspector General's or Policy, Planning and Administration branches, on incidents that have an adverse effect on the security or administration of an institution. *Topics:* Terms of reference for each incident including facts and recommendations; police reports; intelligence assessments; and information provided by offenders, staff, visitors and external organizations. *Note:* Used to prevent incident recurrences and to process claims against the Crown.

CPS/SDC-140 *Formerly Identified as:* CSC-280

## Penal and Correctional Enquiries

*Description:* Enquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for changes. *Topics:* Canadian Committee on Corrections — Mr. Justice Ouimet; Commission of Enquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice;

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Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders.

CPS/SDC-145 *Formerly Identified as:* CSC-290

## Research

*Description:* Research in medical, psychiatric, psychological and socio-behavioural problems affecting CSC inmates and reports. *Topics:* Research Advisory Council; medical; psychiatric; psychological; nursing.

CPS/ETE-150 *Formerly Identified as:* CSC-300

## Inmate Employment

*Description:* Information on general matters pertaining to the employment of inmates both within the institution and externally while they are serving a sentence. *Topics:* Work assignments boards — grading; internal employment; external employment; ex-inmate enterprises.

CPS/ABD-155 *Formerly Identified as:* CSC-310

## Agriculture

*Description:* Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agriculture — distribution of products, farm reports; animal husbandry — cattle, pigs, poultry, veterinary services; cannery operations; slaughterhouses.

CPS/ADP-160 *Formerly Identified as:* CSC-320

## Automated Data Processing

*Description:* Information on automated data processing installations, customers and proposed customers, and production reports. *Topics:* Automated data processing — data capture, microfilm, postal, word processing; customers; reports — data capture, microfilm.

CPS/ETD-165 *Formerly Identified as:* CSC-330

## Education and Training

*Description:* General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational training contracts; continuing professional education for education and training staff; teachers; educational testing — academic and vocational; development plan — education and training study; standards.

CPS/ETD-170 *Formerly Identified as:* CSC-340

## Academic Training

*Description:* Information on schools, university training, extramural courses. *Topics:* Correspondence courses; special education; Haldon-reading scheme; university degree program; computer-assisted learning; native studies.

CPS/ETD-175 *Formerly Identified as:* CSC-350

## Provincial Liaison and Accreditation

*Description:* Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement.

CPS/ETD-180 *Formerly Identified as:* CSC-360

## Institutional Library Service

*Description:* Information on the administration of institutional library services.

CPS/ETD-185 *Formerly Identified as:* CSC-370

## Vocational Training

*Description:* Information on commercial training, manufacturing trades, small business courses. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations.

CPS/IND-190 *Formerly Identified as:* CSC-380

## Industries

*Description:* General information on industrial operations.

CPS/IND-195 *Formerly Identified as:* CSC-390

## Marketing

*Description:* Information on the development of markets and products. *Topics:* Marketing; market development — cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion — showroom, product coding, promotional aids; product development — product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped.

CPS/IND-200 *Formerly Identified as:* CSC-400

## Sales

*Description:* Information on the sale of products made by inmates. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools.

CPS/IND-205 *Formerly Identified as:* CSC-410

## Production Program

*Description:* Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. *Topics:* Production control — inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; quality control — inspection plans, in-process inspections, final inspection, customer complaints; quality assurance.

CPS/IND-210 *Formerly Identified as:* CSC-420

## Reports and Statistics

*Description:* Administrative reports and statistics on industrial operations. *Topics:* Inspection reports — quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; summary of industrial revolving fund; sales reports; program situation report; monthly activity report.



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CPS/IND-215 *Formerly Identified as:* CSC-430

### **Shops**

*Description:* Information on the organization, administration and layout of industrial shops.

CPS/IRM-220 *Formerly Identified as:* CSC-440

### **Benefits, Incentives and Pay Administration Plan**

*Description:* Information on inmate pay, bonding and unemployment insurance, work incentives and the pay administration plan. *Topics:* Benefits — bonding of inmates, remuneration, unemployment insurance, Workman's Compensation; incentives; Inmate Employment and Pay Administration Plan — operations, employment and opportunities, classification and compensation, work standards, pay systems, employment and pay information system.

CPS/SEP-225 *Formerly Identified as:* CSC-450

### **Work Opportunities**

*Description:* Information on the administration of work opportunities for inmates. *Topics:* Entrepreneurial activities; Canada Works Economic Growth Component; inmate labour on construction projects; projects involving private sector; bush operations — tree nursery reforestation; Employment and Immigration Canada economic growth component; co-ops; institutional services.

CPS/CMD-230 *Formerly Identified as:* CSC-490

### **Case Management**

*Description:* Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates — classification questionnaire, cascading of inmates, individual program planning.

CPS/CMD-235 *Formerly Identified as:* CSC-500

### **Living Unit**

*Description:* Information on regulations and implementation of the living unit program. *Topics:* Therapeutic community; living unit and human relations — "The Owl Grid/la Grille Hibou", living unit class proposal.

CPS/CMD-240 *Formerly Identified as:* CSC-510

### **Policy and Procedures**

*Description:* Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces — deportation; Case Management Manual.

CPS/CMD-245 *Formerly Identified as:* CSC-520

### **Policy and Procedures — Community Release**

*Description:* Information on the development of policies and procedures in preparation for community release. *Topics:* Community Correctional Centre directors' conference; inmate manual; community banking; parolee assistance loan fund; deportation; parole — parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs — Case Management Manual, Chapter 17.

CPS/CMD-250 *Formerly Identified as:* CSC-530

### **Release**

*Description:* Information on case preparation for release and case supervision after release. *Topics:* Release of inmates; absences — temporary, festive season, escorted, unescorted; discharge; parole — community release, temporary detainees, post-release programs — temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, case supervision procedures manual; pre-release programs — intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, case preparation procedures manual.

CPS/CMD-255 *Formerly Identified as:* CSC-540

### **Operations and Quality Control**

*Description:* Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Reclassification study; quality control and procedure review — audits, board complaints, concerns and comments, inmate enquiries and issues on case management, community enquiries and issues on case management, warrant control records, NPS procedures manual — proposed amendments, Case Management Manual, quality control checklists.

CPS/CMD-260 *Formerly Identified as:* CSC-550

### **Sentence Administration**

*Description:* Documentation of inmates on admission and release, computation of sentences, remission. *Topics:* Admissions — admission of foreign nationals; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate files; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death — suicides.

CPS/CHA-265 *Formerly Identified as:* CSC-560

### **Chaplaincy**

*Description:* Information on programs designed for the spiritual well-being of inmates. *Topics:* Interfaith committee on Chaplaincy; special diets; Chaplaincy — Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual.

CPS/IAD-270 *Formerly Identified as:* CSC-570

### **Inmate Affairs**

*Description:* Information on the management of inmate affairs. *Topics:* Welfare — counselling; inmate organizations; legal affairs — legal aid; ombudsman, inmate rights and responsibilities, administrative boards, United Nations general principles for persons in prisons; inmate affairs — inmate participation in management; inmate committees; grievances — individual grievances, group grievances, reports, grievance manual, inmate manual.

CPS/SCP-275 *Formerly Identified as:* CSC-580

### **Social and Community Programs**

*Description:* Information on special programs to meet the needs of specific groups of offenders and on the administration of financial programs. *Topics:* Finance — community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; programs — long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program.

CPS/SCP-280 *Formerly Identified as:* CSC-590

### **Community Relations and Special Projects**

*Description:* Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for services such as parole supervision and residential services. *Topics:* Associations — aftercare services contracts; grants to aftercare agencies.

CPS/SCP-285 *Formerly Identified as:* CSC-600

### **Citizens' Advisory Committee**

*Description:* Information on policy formulation, planning, minutes and recommendations of the Citizens' Advisory Committee. *Topics:* Draft Cabinet Document 216; memberships and appointments; national conference of Citizens' Advisory Committees (CACs) — constitution; minutes, recommendations; progress reports; National Executive Committee of CACs — minutes.



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CPS/SCP-290 *Formerly Identified as:* CSC-610

### **Community Residential Centres**

*Description:* Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision — provincial.

CPS/SCP-295 *Formerly Identified as:* CSC-620

### **Programs**

*Description:* Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square One.

CPS/SCP-300 *Formerly Identified as:* CSC-630

### **Special Projects**

*Description:* Information on special projects for the development of programs. *Topics:* Brantford community team; correctional employment related services(CER); outreach project; converse; colloques des ressources communautaires; co-ordinated computerized community residential centre (CRC); program evaluation; Citizen Action Group (Hamilton) employment project; Détenus bénévoles; Exdeltra Inc.; Family Visiting Programs; HELP Program — Frontier College; life skill project — Prairies; inmate employment service — Prince Albert film; parolees — supervision cases — John Howard Society of Metropolitan Toronto.

CPS/SCP-305 *Formerly Identified as:* CSC-640

### **Volunteers**

*Description:* Information on the general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project — accommodation, female offenders, international programs, review board, statistics, comments from outside organizations.

CPS/SCP-310 *Formerly Identified as:* CSC-650

### **Female Offenders**

*Description:* Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; provincial co-operation — administration of Prison for Women, Elizabeth Fry societies, federal female inmate relocation project-advisory group, federal-provincial committee on the female offender, national advisory committee on the female offender, national planning committee on the female offender, female accommodation, programs for female offenders.

CPS/SCP-315 *Formerly Identified as:* CSC-660

### **Native Offenders**

*Description:* Information on special programs to meet the needs of the native offender. *Topics:* Associations; native offenders — Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission.

CPS/SCP-320 *Formerly Identified as:* CSC-670

### **Social and Cultural Development**

*Description:* Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment — concerts and shows put on by inmates, hobbycraft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical education and recreation — physical fitness testing, standards, minimum security institutions, medium and maximum security institutions, inter-institutional sports day, exceptional people's olympiad; social development programs — transcendental meditation, resource exchange project, life skills, long-term offender project (SSEAP),

Ontario volunteer programs; draft Cabinet document — social and cultural development.

CPS/HCO-325 *Formerly Identified as:* CSC-680

### **Health and Hygiene**

*Description:* Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports — inmate; barbering; bathing; change room; laundry; occupational therapy.

CPS/HCO-330 *Formerly Identified as:* CSC-700

### **Dental Services**

*Description:* Information on dental care provided to offenders and dental laboratories.

CPS/HCO-335 *Formerly Identified as:* CSC-710

### **Medical Services**

*Description:* Information on the medical care of inmates. *Topics:* Hospital insurance; medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transsexuals; reception; chest X-rays.

CPS/HCO-340 *Formerly Identified as:* CSC-720

### **Psychiatric Services**

*Description:* Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatment.

CPS/SBR-345 *Formerly Identified as:* CSC-730

### **Security**

*Description:* General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions.

CPS/OSD-350 *Formerly Identified as:* CSC-750

### **Operational Security**

*Description:* Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; penitentiary officers' handbook; monthly security briefing; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scene of a crime.

CPS/OSD-355 *Formerly Identified as:* CSC-760

### **Contingency Emergency Plans**

*Description:* Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters.

CPS/OSD-360 *Formerly Identified as:* CSC-770

### **Contraband and Dangerous Substances**

*Description:* Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons.

CPS/OSD-365 *Formerly Identified as:* CSC-780

### **Discipline, Punishment, Segregation**

*Description:* Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications — foreign jurisdictions; corporal punishment; dissociation; study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation —

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monthly administrative review; independent chairperson, workshops and appointments; resignations; fees.

**CPS/OSD-370 Formerly Identified as: CSC-790**

### **Emergency Planning**

*Description:* Information on policies and plans for the continuation of the Department's operations in the event of an emergency. *Topics:* Accommodation; internment of subversives; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports.

**CPS/OSD-375 Formerly Identified as: CSC-800**

### **Security Equipment**

*Description:* Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; contraband screening — X-ray, metal detectors, narcotics identification kits; integrated communication and control system — subsystems, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system, electric field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter technical intrusion inspection; weapons — registration of firearms, weapons inventory, ammunition, rifles and revolvers, riot tear-gas, shields.

**CPS/OSD-380 Formerly Identified as: CSC-820**

### **Surveys and Reviews**

*Description:* Information on inadequacies in security operations.

**CPS/OSD-385 Formerly Identified as: CSC-830**

### **Hostage Taking**

*Description:* Information on the management of hostage-taking situations. *Topics:* Guidelines for the behaviour of hostages; services to families of hostages; statistics.

**CPS/IPM-390 Formerly Identified as: CSC-840**

### **Inmate Population Management**

*Description:* Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; dangerous offenders — most dangerous, weekly report, murderers, sex offenders.

**CPS/IPM-395 Formerly Identified as: CSC-850**

### **Transfers**

*Description:* Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates.

**CPS/PSD-400 Formerly Identified as: CSC-860**

### **Preventive Security**

*Description:* Information on preventive security. *Topics:* Security in the Public Service — Cabinet Document 35; building security — access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services — Corps of Commissionaires; identification — ID cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting.

**CPS/PSD-405 Formerly Identified as: CSC-880**

### **Incidents**

*Description:* Information on incidents in institutions. *Topics:* Assaults; contraband; death; fires; major incidents; minor incidents; escapes and recaptures — escapes from escort, plans apprehended,

Operation Earthworm, reports, statistics, studies; injuries — accidental, attempted murder, attempted suicide, self-inflicted; use of force — gas, physical, weapons.

**CPS/PSD-410 Formerly Identified as: CSC-890**

### **Information and Intelligence**

*Description:* Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime — Quebec; profiles — inmate; staff labour problems; special cases; terrorism; threats and demonstrations; bulletins, publications — bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP — daily and weekly, summaries, synopsis, evaluations.

**CPS/PSD-415 Formerly Identified as: CSC-920**

### **Personnel Security Program**

*Description:* Information on the administration of the personnel security program involving clearances of personnel and individual security clearance case files. *Topics:* Clearance of personnel; individual security clearance case files; criminal indices check; employment of homosexuals.

**CPS/PSD-420 Formerly Identified as: CSC-940**

### **Security of Information**

*Description:* Information on the administration of security regulations for the handling and storage of documents, exchange and release of information. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of medical and psychiatric reports; medical information administrative summary; EDP security; document storage.

**CPS/PSD-425 Formerly Identified as: CSC-950**

### **Visits and Correspondence**

*Description:* Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors.

## **Deleted Classes of Records**

CSC-1	National Parole Statistical Information Service
CSC-2	Offender Information System
CSC-3	List of Substitutional Fingerprint System Numbers Log/ Register
CSC-4	Federal Provincial System
CSC-5	Provincial Termination of Parole Log Register
CSC-6	Personal History File
CSC-7	Temporary Absence System
CSC-8	Inmate Record System (IRS) Computerized
CSC-270	Administrative Enquiries
CSC-460	Inmate Document and Record Information System
CSC-470	Offender Administration Bank
CSC-480	Housekeeping Bank
CSC-690	Offender Health Care Record
CSC-740	Internal Enquiries
CSC-810	Security Enquiries
CSC-870	Enquiries
CSC-900	Inmate Security
CSC-910	Special Inmate Security
CSC-930	Security Investigation
CSC-960	Preventive Security
CSC-970	Offender Movement
CSC-980	Institutional Security Threats

# **CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION**

## **Chapter 26**



# CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

## CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

(CRT)

### BROADCASTING DIRECTORATE

(BRO)

- 005 Canadian Program Recognition
- 010 Political (Economic)  
Broadcasts
- 015 Advertising Content
- 020 Policy Evaluation and  
Regulation Development
- 025 Ownership of Broadcasting  
Undertakings
- 030 Technical Briefs
- 035 Economics and Marketing

### CORPORATE MANAGEMENT DIRECTORATE

(COR)

- 065 Financial and Operating  
Statistics and Licencees
- 070 Research Grants and  
Contributions
- 075 Research Documentation
- 080 Commission Proceedings
- 085 Statistical Information
- 090 Regulations and Policies
- 095 Broadcasting and Cable  
Industry Statistics
- 100 Broadcasting Technical  
Database
- 105 Television Program Logs
- 110 Licensing, Planning and  
Control Database
- 115 Telecommunications  
Database

### COMMISSION SECRETARIAT

(SEC)

- 040 Processing of Applications
- 045 Correspondence on  
Programming
- 050 Interventions
- 055 Broadcasting Decisions
- 060 Intergovernmental Affairs

### TELECOMMUNICATIONS DIRECTORATE

(TEL)

- 120 Enquiries and Complaints
- 125 Applications
- 130 Correspondence on Telecom-  
munications Regulations
- 135 Tariff Applications

### LEGAL DIRECTORATE

(LEG)

- 140 Legal Correspondence  
on Broadcasting
- 145 Legal Advice on Broadcasting  
Issues
- 150 Advertising Practices
- 155 Prosecution Cases
- 160 Telecommunication Issues

ACCESS TO INFORMATION  
CO-ORDINATOR  
CANADIAN RADIO-TELEVISION  
AND TELECOMMUNICATIONS  
COMMISSION  
7TH FLOOR, CENTRAL BUILDING  
LES TERRASSES DE LA CHAUDIÈRE  
1 PROMENADE DU PORTAGE  
HULL, QUEBEC  
K1A 0N2

## Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility for regulating telecommunications carriers within federal jurisdiction.

## Laws and Regulations

- Canadian Radio-television and Telecommunications Act (1976), which amended the Broadcasting Act (1968)
- AM, FM and TV Broadcasting Regulations
- Cable TV Regulations
- National Transportation Act
- Railway Act

## Overall Responsibilities

The CRTC regulates both public and private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences, and to set any conditions of licence it feels necessary. With respect to federally regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and that rates and tariffs are not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

In order to fulfil its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in annual returns filed under the *Statistics Canada Act*. Programming on radio and television is monitored, and operating stations submit detailed program logs every year. In the course of the public hearing process, information concerning the applications being heard is made available for public examination as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedures.

The Commission receives complaints and enquiries from specific individuals and corporations regarding both broadcasting and telecommunications. Grants and contributions are occasionally made through the Commission's research branch.

## General Information

General information can be obtained either in person, by telephone, or by writing to the following services at the CRTC headquarters, Central Building of Les Terrasses de la Chaudière, la Promenade du Portage, Hull, Québec.

### Library

2nd Floor  
CRTC  
Ottawa, Ontario  
K1A 0N2  
Telephone: (819) 997-4484

### Public Examination Room

5th Floor  
CRTC  
Ottawa, Ontario  
K1A 0N2  
Telephone: (819) 997-2429

### Information Services

5th Floor  
CRTC  
Ottawa, Ontario  
K1A 0N2  
Telephone: (819) 997-0313  
Visual Ear: (819) 997-0423

### Statistical Information Centre

2nd Floor  
CRTC  
Ottawa, Ontario  
K1A 0N2  
Telephone: (819) 997-4624

## Regional Offices

The CRTC maintains four regional offices to establish the Commission's presence in the community. These offices provide a link between the Head Office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the regional offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

### Atlantic Region

Director General  
Canadian Radio-television and Telecommunications Commission  
Barrington Tower, Room 428  
Scotia Square  
Halifax, Nova Scotia  
B3J 2A8  
Telephone: (902) 426-7997

### Québec Region

Director General  
Canadian Radio-television and Telecommunications Commission  
Complex Guy Favreau, East Tower  
200 Dorchester Boulevard West  
6th Floor  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-6607

### Midwest Region

Director General  
Canadian Radio-television and Telecommunications Commission  
Kensington Building  
275 Portage Avenue  
Winnipeg, Manitoba  
R3B 2B3  
Telephone: (204) 949-6306

# CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

## Pacific Region

Director General  
Canadian Radio-television and Telecommunications  
Commission  
701 West Georgia Street  
Suite 1130  
Box 10105  
Vancouver, British Columbia  
V7Y 1C6  
Telephone: (604) 666-2111

## Major Publications

The CRTC's publications are listed in its Annual Report. They are either priced, that is, available from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Quebec, K1A 0S9, or a bookseller dealing in government documents, for the price indicated next to the title; or available free of charge from the CRTC Information Services, Ottawa, K1A 0N2.

## Glossary of Key Terms

**Broadcasting** — any radio communication in which the transmissions are intended for direct reception by the general public

**Radio communication** — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by means of electromagnetic waves of frequencies lower than 3,000 Giga-cycles per second, propagated through space without artificial guide

**Telecommunications** — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by wire, radio, visual or other electromagnetic system

**Intervention** — a written statement submitted by any person (intervener) who is interested in any application for the purpose of supporting, opposing or modifying it

**Tariff** — any publication containing rates, charges, rules, regulations, conditions, specifications or requirements related in any way to the furnishing of telecommunications services or facilities, to any person, by a regulated company

## Access Procedures

All requests made to the CRTC under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator  
Canadian Radio-television and Telecommunications  
Commission  
Central Building, 7th Floor  
Les Terrasses de la Chaudière  
1 Promenade du Portage  
Hull, Québec  
K1A 0N2  
Telephone: (819) 994-5366

## Broadcasting Directorate

The directorate is responsible for carrying out the work of the Commission in all matters relating to the broadcasting industry.

## Broadcast Operations Branch

The branch is comprised of six units. The five regional units (Atlantic, Québec, Ontario, Prairies and Pacific and Northern) gather and analyze the information needed to issue, deny, amend, renew or revoke licences for a particular region. Applications are analyzed by specialists from various disciplines to ensure that policies are being addressed. In particular, broadcast programming proposals are reviewed and assessed for compliance with CRTC content and format

regulations. The sixth unit, Financial and Corporate Affairs, assesses the financial, economic, and ownership aspects of these proposals. It also determines suitable cable television subscription rates.

## Broadcast Policy Planning and Analysis Branch

The branch is responsible for exploring issues raised by programming policy and practice, for carrying out surveys among audiences, broadcasters and programmers, and for carrying out research that helps develop policies and regulations that affect programming on television, radio and cable community channels.

The branch advises the Commission on some operational aspects of the broadcasting industry, its policies and regulations. Issues may be studied by representations from the industry, the public, other agencies, or by the Commission's monitoring of the broadcasting system. This research helps to develop plans for new and alternative services to under-served regions of Canada, and it helps to develop suitable rate structures for cable television systems. The branch represents the Commission on interdepartmental and international committees concerned with broadcasting. It also assists the Commission in determining future broadcasting priorities and plans.

## Broadcast Operations Branch

This branch oversees the processing of broadcasting and cable applications and is responsible for the co-ordination of the overall licensing function of the Commission. It also performs monitoring and assessment tasks associated with advertising broadcast in Canada, ensures compliance with and enforcement of general programming regulations (such as Canadian content regulations) and individual performance promises made by television and radio stations.

## Commission Secretariat

This is the official point of contact between the Commission and the public. The secretariat co-ordinates Commission activities. Its secretary general accepts or rejects submissions on behalf of the Commission and releases CRTC public hearing schedules. The secretariat co-ordinates and prepares the minutes for these meetings. It is responsible for the Commission's procedures and for administering activities according to the broadcasting rules of procedures. The secretariat is also responsible for operations within Information Services and regional offices.

## Corporate Management Directorate

The directorate supervises the overall organization, management and central operations of the Commission. It also handles administrative tasks for Information Services.

## Corporate Information

The unit is responsible for the collection and dissemination of statistical and descriptive information of general interest to the Commission. It maintains an information inventory of both internal and external sources, and serves as a liaison with external bodies to encourage the exchange of useful information in the domains of broadcasting and telecommunications, and communications in general. It also co-ordinates all electronic data processing in the Commission.

## Finance and Management Services Branch

This branch provides financial, program planning, management, and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities. It collects broadcast licence fees and helps to formulate licence fee regulations.



# CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

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## Personnel Branch

The branch advises the Chairman and branch directors on all aspects of personnel and special program administration, such as Affirmative Action.

## Corporate Planning Co-ordination and Review Branch

This branch contributes to the annual estimates, performs internal audits (financial, compliance, operational), and it evaluates program effectiveness. It also studies and reviews regulatory reform.

## Administration and Special Services Branch

The branch provides a technical plant, and registrar and graphic services in order to monitor broadcasts.

## Telecommunications Directorate

The primary concern of this directorate is the regulation of telecommunications carriers under federal jurisdiction. It ascertains that rates are just and reasonable and that services and facilities are offered under proper conditions - without discrimination, undue preference or advantage. The three branches under the directorate assess tariffs and agreements filed for approval by carriers; assist the Commission in the development of regulatory policies, decisions and orders; and identify and analyze regulatory issues stemming from individual applications or major hearings.

## Economic and Social Analysis Branch

This branch analyzes individual tariffs, service cost, market structure; major regulatory issues, service quality and the social and economic effects of rate increases. Technical analysis is provided when assessing the carriers' construction programs and the depreciation, renewal and amortization of their equipment. It also offers technological advice.

## Financial Analysis Branch

This branch is concerned with the financial aspects of rate regulation and the carriers corporate activities; statistical analysis; accounting; and auditing carrier activities.

## Operations Branch

This branch plans and co-ordinates telecommunications staff agendas; receives and schedules applications; advises on proper procedure to applicants; and formulates, drafts and edits public notices, orders and decisions issued by the Commission. The branch is responsible for subscriber complaints and enquiries.

## Legal Directorate

The CRTC's general counsel and staff provide legal services to the Commission concerning the interpretation and implementation of the *CRTC Act*, and *Broadcasting Act*, the various acts on telecommunications, statutory instruments made pursuant to these acts, and the related federal and provincial legislation. Counsels advise the Commission of the legal implications of policy matters, conduct questioning, and advise on procedural matters at public hearings. They also make recommendations and carry out legal proceedings instituted by or against the Commission.

## Classes of Records

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CRT/BRO-005 *Formerly Identified as:* CRTC-10  
**Canadian Program Recognition**

*Description:* Information on the recognition by CRTC of programs considered to be Canadian in content. *Topics:* Canadian content analysis; Canadian talent reports from media; programming production; program categories. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/BRO-010 *Formerly Identified as:* CRTC-20  
**Political (Economic) Broadcasts**

*Description:* Information on political broadcasting. *Topics:* Reports on political broadcasting; election summary reports; correspondence on the coverage of political issues on radio and television. *Retrievability:* Files arranged by date of broadcast.

CRT/BRO-015 *Formerly Identified as:* CRTC-50  
**Advertising Content**

*Description:* Information on the content of advertising on radio and television. *Topics:* Complaints; program logs; Canadian content questionnaires; compliance with policies and regulation; pre-clearance of scripts; production houses; particular types of advertising — political, religious, advocacy, feminine hygiene. *Retrievability:* Files arranged by subject or licensee organization. *Storage Media:* Paper and computer tapes for programming logs.

CRT/BRO-020 *Formerly Identified as:* CRTC-60  
**Policy Evaluation and Regulation Development**

*Description:* Information on the development and evaluation of CRTC policies and regulations in the areas of broadcasting and cable television. *Topics:* Television regulations; radio regulations; FM policy; cable regulations; Canadian content; Canadian programming production; pay television; religious broadcasting; sports broadcasting; balance in programming; copyright; other policy issues of concern in the Commission. *Retrievability:* Files arranged by subject or by licensee.

CRT/BRO-025 *Formerly Identified as:* CRTC-80  
**Ownership of Broadcasting Undertakings**

*Description:* Information on the ownership history of radio, television and cable television undertakings. *Topics:* Principal shareholders and holdings; control; multiple ownership; administrators and executives; and security companies. *Retrievability:* Files arranged by licensee.

CRT/BRO-030 *Formerly Identified as:* CRTC-90  
**Technical Briefs**

*Description:* Technical information supplied to the Commission in the form of engineering briefs concerning the establishment of new, or modification to existing, radio and television stations. *Topics:* Applicant, station identification; location of transmitter; population and households covered by signal; channel frequency and power; signal interference; other relevant engineering data. *Retrievability:* Files arranged by medium and location.

CRT/BRO-035 *Formerly Identified as:* CRTC-100  
**Economics and Marketing**

*Description:* Marketing analyses of communities to assess the economic viability of new broadcasting undertakings in these communities. *Topics:* Demographics, audience statistics; financial and technical statistics on licensed stations in area; marketing analysis. *Retrievability:* Files arranged by location of community.

CRT/SEC-040 *Formerly Identified as:* CRTC-30  
**Processing of Applications**

*Description:* Information on broadcasting and cable applications. *Topics:* Public hearing decisions, notices; programming evaluations; program schedules; media visit reports. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

# CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

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CRT/SEC-045 *Formerly Identified as:* CRTC-40

## **Correspondence on Programming**

*Description:* Correspondence on programming between broadcasters, cable operators, the public and the Commission. *Topics:* Complaints, program schedules; applications, equipment surveys; community programming on cable; correspondence on programming in general. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/SEC-050 *Formerly Identified as:* CRTC-170

## **Interventions**

*Description:* Information on interventions received by the CRTC to support, oppose or modify an application. *Topics:* Name, address and telephone number of intervenor (or his agent); text of intervention; and related correspondence. *Retrievability:* Files arranged by applicant name or by data and location of public hearing.

CRT/SEC-055 *Formerly Identified as:* CRTC-180

## **Broadcasting Decisions**

*Description:* Complete computerized index of all applications to the CRTC; also broadcasting and cable decisions. *Retrievability:* Files arranged by decision number, licensee name, public hearing location.

CRT/SEC-060 *Formerly Identified as:* CRTC-300

## **Intergovernmental Affairs**

*Description:* Correspondence between CRTC and other federal and provincial government departments. *Topics:* Cable matters; telecommunications information; common carriers; official languages. *Retrievability:* Files arranged by government department.

CRT/COR-065 *Formerly Identified as:* CRTC-70

## **Financial and Operating Statistics and Licensees**

*Description:* Financial information and other operating statistics submitted on an annual basis by licensees in forms known as Annual Returns, collected under the *Statistics Act*. *Topics:* Ownership; management officers; income statements — revenues, expenses and profits; balance sheets; assets; depreciation; debt and equity securities; monthly cable rates and installation charges; subscriber counts and operating statistics on cable television. *Retrievability:* Files arranged by call sign and medium.

CRT/COR-070 *Formerly Identified as:* CRTC-150

## **Research Grants and Contributions**

*Description:* Information on applications for research grants and contributions. *Topics:* Name and address of applicant; outline of objectives of project; operational plan for carrying out the project; breakdown of total resources required; other sources of funding; period over which project extends; ultimate benefits to be derived from the project; referee report prepared by a research branch member.

CRT/COR-075 *Formerly Identified as:* CRTC-160

## **Research Documentation**

*Description:* Documentation on broadcasting and telecommunications. *Topics:* Acts of Parliament; advertising; air of death; annual reports; audience analysis; bibliography; British Broadcasting Corporation (BBC); broadcasting; Bureau of Broadcast Measurement (BBM); cable; Canadian Broadcasting Corporation (CBC); Canadian content; Canadian culture; CRTC; children; cinema; communications; community stations; consumerism; content analysis, content hearings; educational television; U.S. Federal Communications Commission (FCC); fiction; Frye, Northrop; Grierson, J.; history of broadcasting; Innis, H.A.; leisure; "Market Facts"; miscellaneous monitoring; multiculturalism; music and record industry; National Film Board (NFB); Ontario Educational Communications Authority (OECA); Ontario Institute for Studies in Education (OISE); pay TV; policy; population; press; printing; production industry; program types; radio; reference; satellites; senior citizens; sociology; speeches; Spry, G.; systems; technology;

telecommunications; television; Television Assessment Program (TAP); video production; violence and women. *Retrievability:* Files arranged by author's name and subject matter. *Storage Medium:* Video tapes.

CRT/COR-080 *Formerly Identified as:* CRTC-200

## **Commission Proceedings**

*Description:* Information on Commission proceedings dealing with broadcasting and telecommunication matters. *Topics:* Public notices; public announcements; decisions; circular letters; telecommunications orders; and public hearing transcripts. *Retrievability:* Files arranged by applicant, date, and location of public hearing. *Storage Medium:* Public hearing transcripts available on microfilm.

CRT/COR-085 *Formerly Identified as:* CRTC-210

## **Statistical Information**

*Description:* Information on all aspects of broadcasting and telecommunications in Canada. *Topics:* AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics.

CRT/COR-090 *Formerly Identified as:* CRTC-290

## **Regulations and Policies**

*Description:* Information on policy issues, regulations and rules of procedure. *Topics:* Ownership policy; amendments to regulations; interpretation of regulations.

CRT/COR-095 *Formerly Identified as:* CRTC-310

## **Broadcasting and Cable Industry Statistics**

*Description:* Financial and operational statistics on the broadcasting and cable industries. *Topics:* Financial and operational data — radio, television and cable undertakings. *Retrievability:* Files arranged by licensee, location and year. *Storage Medium:* Computer.

CRT/COR-100 *Formerly Identified as:* CRTC-320

## **Broadcasting Technical Database**

*Description:* Technical information on operating television and radio stations. *Topics:* Coverage areas; frequency; power; other technical parameters. *Retrievability:* Files arranged by location and licensee. *Storage Medium:* Computer.

CRT/COR-105 *Formerly Identified as:* CRTC-330

## **Television Program Logs**

*Description:* Information on television program logs. *Topics:* Origin of program; category of program; other data obtained from station logs. *Retrievability:* Files arranged by station and year. *Storage Medium:* Computer.

CRT/COR-110 *Formerly Identified as:* CRTC-340

## **Licensing, Planning and Control Database**

*Description:* Information on the processing of applications, scheduling of public hearings and licensed radio, television and cable undertakings. *Topics:* Licensees, applications, decisions, public hearings. *Retrievability:* Files arranged by public hearing date, location, applicant, type of application and date in the case of processing of applications; licensee information retrievable by location, name, decision number, expiry date, public hearing, language, program source, network affiliation; public hearing information filed by date and location. *Storage Medium:* Computer.

CRT/COR-115 *Formerly Identified as:* CRTC-350

## **Telecommunications Database**

*Description:* Financial and operating statistics on federally regulated telecommunications carriers. *Topics:* Financial summaries; operating statistics; construction programs; other relevant information filed with the Commission by common carriers. *Retrievability:* Files arranged by carrier and year. *Storage Medium:* Computer.



# CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

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CRT/TEL-120 *Formerly Identified as:* CRTC-110

## **Enquiries and Complaints**

*Description:* Enquiries and complaints dealing with services provided by federally regulated telecommunications carriers. *Topics:* Quality of telephone service; construction programs. *Retrievability:* Files arranged by telecommunications carrier or complainant.

CRT/TEL-125 *Formerly Identified as:* CRTC-120

## **Applications**

*Description:* Information on telecommunications proceedings from the application to the final decision. *Topics:* Applications; interventions; interrogatories; public hearing transcripts; exhibits; public notices; decisions. *Retrievability:* Files arranged by applicant and date and location of public hearing.

CRT/TEL-130 *Formerly Identified as:* CRTC-130

## **Correspondence on Telecommunications Regulations**

*Description:* Correspondence and agreements between the regulatory agencies and independent telephone companies and other telecommunications carriers. *Topics:* Tariff agreements; general regulations; related correspondence. *Retrievability:* Files arranged by carrier or company.

CRT/TEL-135 *Formerly Identified as:* CRTC-140

## **Tariff Applications**

*Description:* Information on tariff applications by federally regulated telecommunications common carriers. *Topics:* Tariff applications; rates; new tariff items and revisions. *Retrievability:* Files arranged by carrier.

CRT/LEG-140 *Formerly Identified as:* CRTC-240

## **Legal Correspondence on Broadcasting**

*Description:* Information on legal issues involving correspondence between a licensee and the CRTC, as well as advice given to the licensing branch on legal matters. *Topics:* Complaints; share

transfers; regulation; commercial deletion and substitution; non-compliance. *Retrievability:* Files arranged by medium and licensee name.

CRT/LEG-145 *Formerly Identified as:* CRTC-250

## **Legal Advice on Broadcasting Issues**

*Description:* Information on internal legal advice on major issues of concern to the Commission in the area of broadcasting. *Topics:* Educational broadcasting; political broadcasts; multilingual and religious broadcasting; communications satellites; pay television; balance in programming; unauthorized broadcasting; obscenity.

CRT/LEG-150 *Formerly Identified as:* CRTC-260

## **Advertising Practices**

*Description:* Information on media advertising practices that contravene CRTC policy and regulations. *Topics:* Children's advertising; food and drugs; balanced programming; feminine hygiene; commercial production; beer, wine and cider advertising.

CRT/LEG-155 *Formerly Identified as:* CRTC-270

## **Prosecution Cases**

*Description:* Case documentation, court documents and correspondence during litigation. *Topics:* Canadian content violations; unlicensed systems; excessive commercialism; offensive programming; and other violations of regulations. *Retrievability:* Files arranged by licensee.

CRT/LEG-160 *Formerly Identified as:* CRTC-280

## **Telecommunications Issues**

*Description:* Information on legal issues involving federally regulated telecommunications carriers. *Topics:* Rates; tariffs; packet switching services; interconnection; equity issues; toll sharing; agreements. *Retrievability:* Files arranged by telecommunications common carrier.

## **Deleted Class of Records**

CRTC-220 Inquiries





# **CANADIAN SECURITY INTELLIGENCE SERVICE**

## **Chapter 27**

# CANADIAN SECURITY INTELLIGENCE SERVICE

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CANADIAN SECURITY INTELLIGENCE SERVICE  
(SIS)

DIRECTOR

DEPUTY DIRECTOR  
SERVICES  
(DDS)

- 005 Security Assessments
- 010 Counter-intelligence, Counter-terrorism,  
Counter-subversion
- 015 Communications Security
- 020 Sources of Information
- 025 Internal Security
- 030 Scientific, Technical and  
Operational Support
- 035 Policy and Research — Access  
to Information and Privacy Acts
- 040 Corporate Planning

THE DIRECTOR  
CANADIAN SECURITY  
INTELLIGENCE SERVICE  
P O BOX 9732  
STATION TERMINAL  
1200 ALTA VISTA DRIVE  
OTTAWA, ONTARIO  
K1G 4G4  
ATTENTION: DEPARTMENTAL  
ACCESS CO-ORDINATOR



# CANADIAN SECURITY INTELLIGENCE SERVICE

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## Background

The Canadian Security Intelligence Service (CSIS) became a government institution on July 16, 1984, with the proclamation of relevant portions of the *Canadian Security Intelligence Service Act*. Formerly, some of its functions were carried out by the Royal Canadian Mounted Police (Security Service). In accordance with the *Canadian Security Intelligence Service Act*, the director, under the direction of the Minister, has the control and management of the Service and all matters connected therewith.

## Overall Responsibilities

The Canadian Security Intelligence Service operates pursuant to the *Canadian Security Intelligence Service Act*. It collects, analyzes and retains information and intelligence respecting activities that may, on reasonable grounds, be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (as described in Cabinet Directive 35 dated December 18, 1963) and may provide security assessments to the government of a province or any department thereof; to any police force in a province; to the government of a foreign state or institution thereof; or to an international organization of states or institutions thereof. As well, the CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities which may be relevant to the exercise of any power or the performance of any duty or function by that Minister under the *Citizenship Act* or the *Immigration Act*, 1976. It may also conduct such investigations as are necessary in order to provide security assessments or advice to ministers.

Further, the Service may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

The Canadian Security Intelligence Service maintains its headquarters in the National Capital Region.

## General Enquiries

Individuals wishing to make general enquiries on CSIS, when actual records are not required, are requested to contact

Canadian Security Intelligence Service  
Liaison Offices  
Telephone: (613) 993-9620

## Publications

### Manuals

- Administration Manual
- Operational Manual
- Personnel Administration Manual

Because CSIS was created on July 16, 1984, most functions of the Service will be guided by RCMP manuals until new ones are created.

### Subsidiary Manuals

- Immigration Manual
- Communications Security Handbook
- Technical Aids, Policy and Procedures

## Access Procedures

Applicants should note that information previously held by the RCMP Security Service has been substantially transferred to the control of CSIS. Information holdings on all classes of records are within the functional activity of the Deputy Director, Services.

Enquiries and access requests should be addressed to

The Director  
Canadian Security Intelligence Service  
P.O. Box 9732  
Station Terminal  
1200 Alta Vista Drive  
Ottawa, Ontario  
K1G 4G4

**Attention:** Departmental Access Co-ordinator  
Telephone: (613) 993-1159

## Classes of Records

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SIS/DDS-005 *Formerly Identified as:* SIS-010 (B)  
**Security Assessments**

*Description:* Information on matters affecting the administration, policy, statistics and management functions regarding security assessment programs, authorized by Section 13 of the *Canadian Security Intelligence Service Act* and Cabinet Directive 35, conducted by the Service. This includes policy development, research, and statistics relating to the program where an appraisal is made of an individual's loyalty to Canada and insofar as it is related, of the reliability of that individual; arrangements with the government of a province or a department thereof, or any police force in a province to provide security assessments; arrangements with the government of a foreign state, international organization of states or any institution thereof to provide security assessments. Information is also held in respect to policy and procedures to provide advice for citizenship and immigration programs in accordance with Section 14 of the *Canadian Security Intelligence Service Act*. *Topics:* Policy development, co-operation and liaison with government agencies (domestic and foreign). *Retrievability:* Files are arranged by topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-010 *Formerly Identified as:* SIS-020 (B)  
**Counter-intelligence, Counter-terrorism, Counter-subversion**

*Description:* Information on past, current, and projected threats to the security of Canada as defined in the *Canadian Security Intelligence Service Act*; briefly, espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert lawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. *Topics:* Organizations and groups engaged in the above activities, threat assessments, emergency measures and contingency plans. *Retrievability:* By topic, group or organization. *Storage Media:* Hardcopy, EDP or microfiche.

SIS/DDS-015 *Formerly Identified as:* SIS-030 (B)  
**Communications Security**

*Description:* Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other

## CANADIAN SECURITY INTELLIGENCE SERVICE

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government departments and countries; acquisition, installation, and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; and Comsec Policy and Guidelines. *Retrievability:* Files are arranged by activity, program or project.

SIS/DDS-020 *Formerly Identified as:* SIS-040 (B)

### **Sources of Information**

*Description:* Information on the administration, policy and management functions of all human source operations. *Topics:* Policy development and management of sources. *Retrievability:* Accessible by topic. *Storage Media:* Hardcopy, microfiche or EDP systems.

SIS/DDS-025 *Formerly Identified as:* SIS-050 (B)

### **Internal Security**

*Description:* Information on all aspects of administering a security program, including management, supervision, co-ordination and audit of personnel and physical security programs to ensure that standards are established and maintained. *Topics:* Policy; security reports; statistics; security surveys; security briefings; personal and property security; investigations and breaches of security. *Retrievability:* Files arranged by topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-030 *Formerly Identified as:* SIS-060 (B)

### **Scientific, Technical and Operational Support**

*Description:* Information on matters affecting the administration, policy, statistics and management functions regarding technical, electronic and telecommunications support to CSIS investigations, through the provision of equipment and expertise in the field of audio, visual or physical surveillance, and also the voice identification

program. *Topics:* Research, development and acquisition of technical equipment; voice identification analysis and multilingual translation services; the procedures and documentation necessary to the obtaining of warrants, pursuant to Section 16 of the *Official Secrets Act* and Section 21 of the *Canadian Security Intelligence Service Act*, to lawfully intercept communications. There may be limited information regarding security engineering and security systems. *Retrievability:* Files are arranged by project or topic. *Storage Media:* Microfilm, hardcopy and EDP systems.

SIS/DDS-035 *Formerly Identified as:* SIS-070 (B)

### **Policy and Research — Access to Information and Privacy Acts**

*Description:* Information on policy and research for existing and proposed legislation in the areas of record collection, use, disclosures and exemptions. *Topics:* Access to Information and Privacy Acts (Chapter 111, the Revised Statutes of Canada); general correspondence; foreign and provincial privacy and access legislation; liaison with other government institutions; and statistics. *Retrievability:* Records are held by subject matter. *Storage Medium:* Hardcopy.

SIS/DDS-040 *Formerly Identified as:* SIS-080 (B)

### **Corporate Planning**

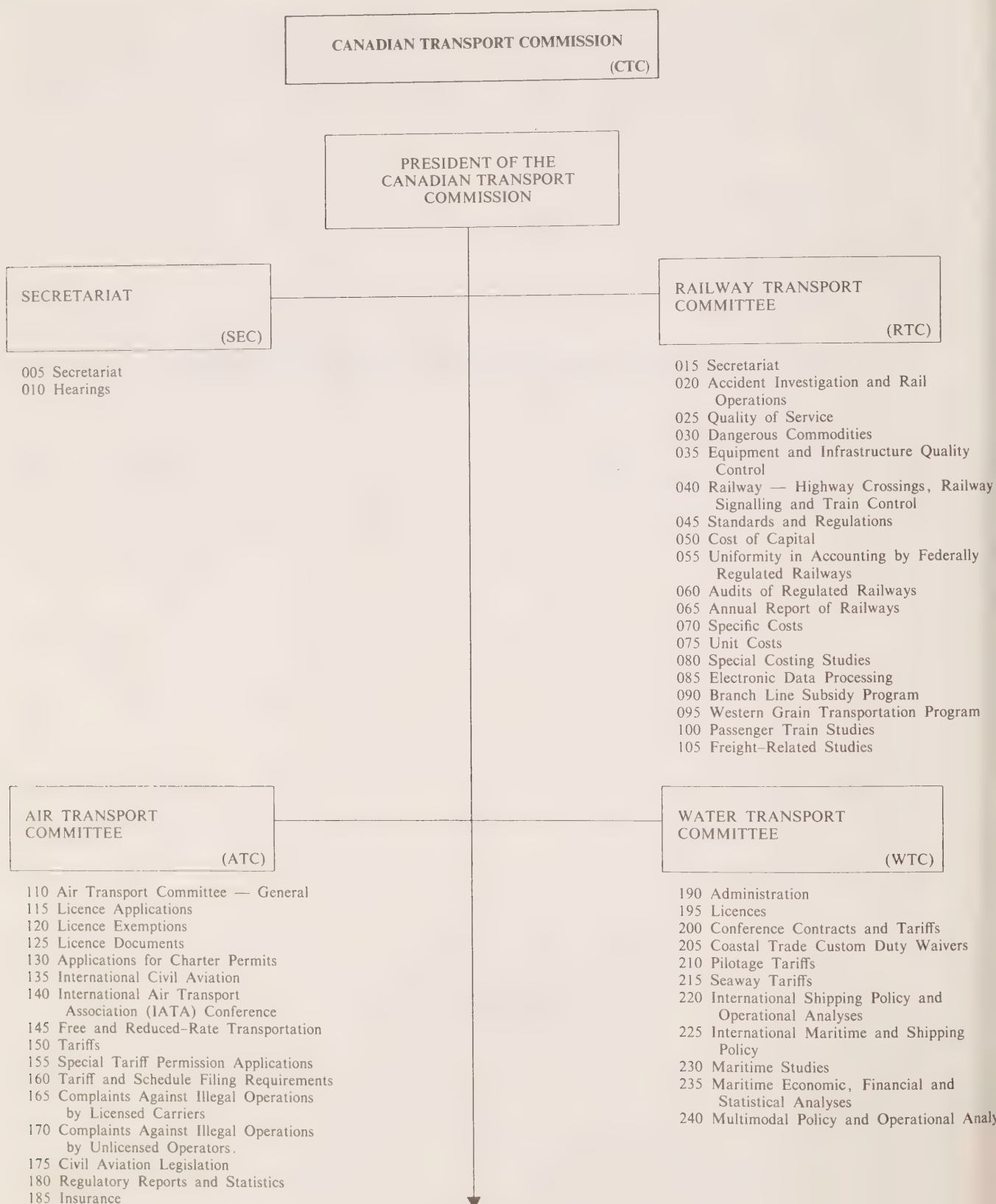
*Description:* Information on matters relating to policy planning and co-ordination of CSIS activities prepared for the director and senior management. *Topics:* Planning and accountability reporting of CSIS activities; briefing for CSIS meetings held internally, interdepartmentally and internationally; ministerial correspondence; Housebook cards; special projects and correspondence as required by the director; creation and amendment to CSIS policy and directives. *Retrievability:* Records are held by subject matter. *Storage Media:* Hardcopy and/or EDP systems.

# **CANADIAN TRANSPORT COMMISSION**

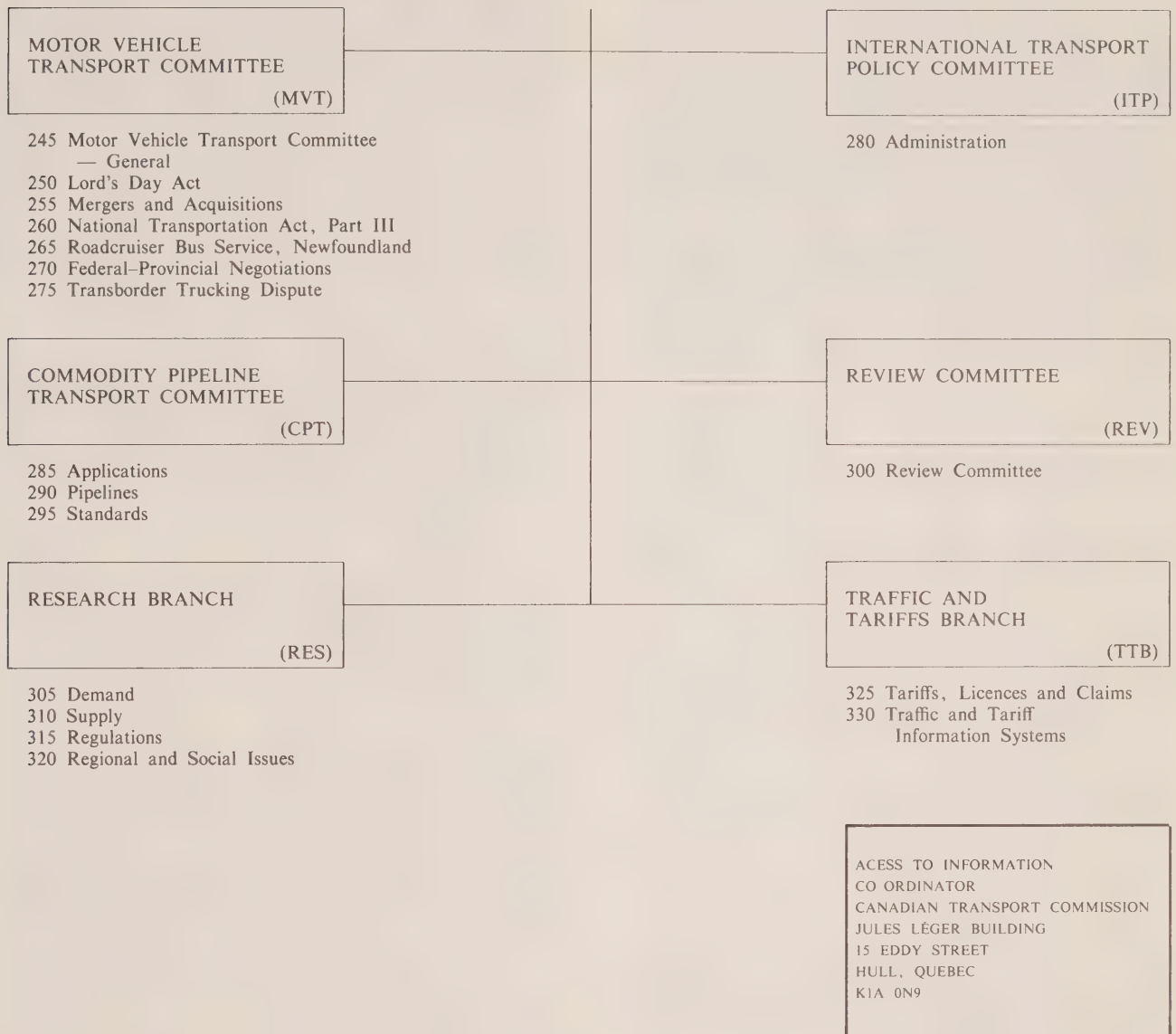
## **Chapter 28**



# CANADIAN TRANSPORT COMMISSION



# CANADIAN TRANSPORT COMMISSION



## Background

The Canadian Transport Commission (CTC) regulates transportation in Canada that is under federal jurisdiction. Established by the *National Transportation Act* on September 19, 1967, it succeeded and absorbed the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. In accordance with an earlier Cabinet decision, the Western Division was established in May 1979 in Saskatoon, Saskatchewan, to enable the Canadian Transport Commission to have a more visible presence in western Canada and to provide more direct access to and develop easier, more effective communication with the western community.

## Laws and Regulations

- National Transportation Act
- Railway Act
- Aeronautics Act
- Transport Act
- Canadian National Railway Act
- Government Railway Act
- Maritime Freight Rates Act
- National Energy Board Act
- St. Lawrence Seaway Authority Act
- Ferries Act
- Shipping Conferences Exemption Act, 1979
- Pilotage Act
- Atlantic Region Freight Assistance Act
- Railway Relocation and Crossing Act
- Energy Supply Emergency Act
- Canada Shipping Act
- Transportation of Dangerous Goods Act
- Safe Containers Convention Act
- Western Grain Transportation Act
- CTC General Rules
- Air Carrier Regulations
- Pilotage Authority — Tariff Regulations
- Atlantic Regional Special Transportation Assistance Regulations
- Atlantic Region Special Selective and Provisional Assistance Regulations and Amendments
- Coasting Trade Exemption Regulations
- Railway Regulations

## Overall Responsibilities

The Canadian Transport Commission's objective is to promote the co-ordination and harmonious interaction of all operations by carriers engaged in transport under federal jurisdiction, through effective economic regulation, research and participation in policy development. With respect to rail transport, the Commission's objective is to foster the development of safety regulations consistent with the public interest.

The CTC performs all the functions vested in it by the *National Transportation Act*, the *Railway Act*, the *Aeronautics Act*, the *Transport Act*, and other statutes. It is a court of record, and its decisions, though binding, are subject to appeal to the Federal Court of Canada on questions of law or jurisdiction and, in other cases, to its own Review Committee, the Minister of Transport or the Governor-in-Council.

## Organization

The Commission consists of a maximum of 17 commissioners, including a president, one vice-president responsible for law and the work of the committees, and one vice-president responsible for study and research programs. All are appointed by the Governor-in-Council.

The powers and duties of the Commission are assigned on the basis of committees and branches. There are seven committees, five of which regulate each of the different transport modes — air, rail, water, motor vehicle, and commodity pipeline. The sixth committee deals with review and appeals, while the seventh is concerned with international transport policy matters. The branches specialize in traffic and tariffs, research, and departmental administration.

## General Information

Information on the different publications produced by the Canadian Transport Commission, major decisions issued and details on general Commission operations can be obtained by contacting

Canadian Transport Commission  
Communications Branch  
19th Floor  
Jules Léger Building  
15 Eddy Street  
Hull, Québec  
K1A 0N9  
Telephone: (819) 997-0344

## Major Publications

- Annual Report
- Orders and Decisions
- Research Reports on Major Studies
- Canadian Transport Commission Reports
- Air Carrier Regulations
- Commodity Flow Analysis: Domestic and Canada-U.S.

## Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator  
Canadian Transport Commission  
Jules Léger Building  
15 Eddy Street  
Hull, Québec  
K1A 0N9  
Telephone: (819) 994-2564

## Secretariat

The Secretariat is responsible for duties as defined in Section 11 of the *National Transportation Act* and include among other things, keeping a record of all Commission proceedings and making sure that the regulations and orders of the Commission are duly drawn up, signed, sealed and filed.

It also ensures that pleadings before the Review Committee are properly serviced, prepares background material, communicates Committee decisions to concerned parties and takes minutes of meetings.

## Hearing Processing Section

This section ensures that all necessary arrangements for conducting the Commission's public hearings and enquiries throughout Canada



# CANADIAN TRANSPORT COMMISSION

are made, confirmed and communicated to the appropriate officers of the Commission.

## Documents and Publications Processing Section

This section co-ordinates the printing and distribution of all Commission orders, decisions and special reports, as requested. Copies of orders and decisions can be obtained by contacting

Canadian Transport Commission  
Documents and Publications Section  
Jules Léger Building  
15 Eddy Street  
Hull, Québec  
K1A 0N9  
Telephone (819) 997-6393

## Communications Branch

This section provides information on the different publications produced by the Canadian Transport Commission, including major decisions issued and details on general Commission operations and decision-making processes. It also edits the Commission's publications and co-ordinates the printing of documents.

## Library

The library supports the information and research requirements of the Commission's staff, although its collection is available to the public for consultation by appointment. It also maintains a collection of monographs, serials, periodicals and microforms in the fields of law, economic regulation and transportation economics and statistics.

## Western Division

The Western Division is responsible for carrying out the related regulatory and administrative functions vested in the Canadian Transport Commission by the appropriate federal statutes, along with specific programs and projects delegated by the respective modal committees, in that area of Canada from Thunder Bay, Ontario to Vancouver Island. Major areas of responsibility include the rail branch line rehabilitation program and abandonment matters, railway-highway crossings, licensing of commercial air services, specific accident investigations and traffic and tariff matters including complaints regarding common carrier obligations and freight rates published under the *Western Grain Transportation Act*.

The Western Division, with its headquarters in Saskatoon, provides a direct link between the Commission and local and provincial governments, industry, carriers, and the users of transportation in general in western Canada. The division also functions as the Commission's information resource centre in western Canada.

## Railway Transport Committee

The Railway Transport Committee regulates rail transportation under the jurisdiction of the federal government pursuant to the *National Transportation Act*, the *Railway Act*, the *Railway Relocation and Crossing Act* and the *Western Grain Transportation Act*. The regulatory activities of the committee cover both technical and economic aspects of railway operations.

In the technical area, its major regulatory activity concerns rail safety under five broad categories: accident investigation; equipment and infrastructure quality control monitoring; regulation and compliance in the movement of dangerous commodities by rail; rail-highway crossings; and the development of standards. Its second major activity in the technical area is to ensure an adequate quality of service through the monitoring of passenger services, branch line abandonment applications, approval of new track construction,

examination of applications for the consolidation of local stations and dealing with complaints put forward by freight shippers, railway passengers and railway labour organizations.

In the area of economic regulation, the committee is responsible for auditing the accounts of Canadian railways under federal jurisdiction; for the analysis and development of railway methods of costing; for the determination of subsidy payments under the *Railway Act*; and for auditing charges made by the railways to VIA Rail. The committee is also responsible for economic regulation of rail tariffs, but this is administered by the Commission's Traffic and Tariffs Branch.

Committee staff at headquarters is organized into three branches: technical regulation is carried out by the Operations Branch and the Engineering Branch. The Rail Economic Analysis Branch is responsible for the accounting, costing and subsidy activities. The committee has six regional offices in Moncton, Montréal, Toronto, Winnipeg, Calgary and Vancouver.

## Operations Branch

This branch is responsible for four areas of technical regulation: accident investigation, dangerous commodities, quality of service and operations monitoring.

### Manuals

- Program Procedures Manual — guidelines and procedures for use of branch officials

## Engineering Branch

This branch is responsible for three areas of technical regulation: equipment and infrastructure quality control monitoring, railway-highway crossings, and standards and regulations.

### Manuals

- Operating, Specification and Procedures Manuals — guidelines to municipalities and railways to assist in preparation of applications

## Rail Economic Analysis Branch

This branch is responsible for railway accounting, costing, and the economics of specific services, including subsidy administration.

### Manuals

- CN and CP Costing Manuals
- Internal Procedures Manuals
- Advance Payment Regulations
- Railway Costing Regulations

## Air Transport Committee

Under the *National Transportation Act*, the Air Transport Committee administers Part II of the *Aeronautics Act* which concerns the economic regulation of commercial air services within, to and from Canada. The committee is responsible for licensing air carriers, ensuring that tariffs are just and reasonable, and investigating allegations of illegal commercial air service activities.

The committee formulates the Air Carrier Regulations, provides advice to the Minister on international air service agreements and conducts surveys or investigations at the request of the Minister or on its own initiative.

The consumers' interests are addressed in the analysis of applications for licences, in the assessment of tariffs, and in the investigation of complaints.

The staff of the committee is organized into six branches: the

# CANADIAN TRANSPORT COMMISSION

Administration Branch, which includes the office of the executive director and the secretariat; the Regulatory Analysis Branch, comprising the audit, financial analysis, economic analysis, operational analysis and policy advisory divisions; the International Air Transport Branch; Enforcement Branch; Licensing Branch; and Tariffs Branch.

## Manuals

- Distance manuals
- Airport codes and locations manual
- General information and instructions for applying for a licence to operate a Canadian commercial air service
- General guide for the preparation and filing by foreign applicants of applications to operate commercial air services and of applications for renewal, suspension, cancellation or amendment of licences
- Uniform System of Accounts for Commercial Air Carriers
- Directory of Canadian Commercial Air Services
- Administrative Procedures of the Air Transport Committee
- Instructions concerning the allocation of revenues and costs to routes
- Instructions concerning the allocation of revenues and costs to sub-systems
- International Air Transport Association (IATA) Manuals: IATA live animals regulations; ULD (Unit Lifting Device) technical manual; restricted articles regulations

## Water Transport Committee

The functions of the Water Transport Committee are derived from the jurisdiction conveyed by the legislation described below. Because of its direct regulatory relationship and involvement with the industry and those it serves, the committee is also required, either by response to a request from the Minister or on its own initiative, to advise and contribute to the development of new or amended government policies.

Under the *Transport Act*, the committee issues or amends, upon application, annual licences to carriers proposing to provide services by water in the Mackenzie River and western Arctic regions and for the carriage of passengers and goods, other than in bulk, on the Great Lakes.

Under the *Shipping Conferences Exemption Act*, 1979, which exempts certain shipping conference practices from the provisions of the *Combines Investigation Act*, the committee is required to receive, verify, record and maintain for public scrutiny the large number of original or amended contracts, agreements and tariffs issued by the 44 conferences serving Canadian external trades, and to report to Parliament annually on its administration of the Act.

Under the terms of the current Coasting Trade Exemption Regulations, pursuant to Section 665 of the *Canada Shipping Act* and Section 22 (3)(b) of the *National Transportation Act*, the committee is required to advise the Minister of National Revenue when an application or an enquiry is received for an exemption from customs duties of a foreign flag vessel to be used in a Canadian coastal trade.

Under the *Pilotage Act*, the committee is required to hear appeals against amendments to tariffs approved and published by the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities.

Under the terms of Section 27 of the *National Transportation Act*, the committee, upon receipt of an objection submitted in response to a public notice, is required to conduct an investigation, which may include a public hearing, of an acquisition by a company engaged in an aspect of water transportation subject to the jurisdiction of Parliament, or of the interest in a business or undertaking of any person whose principal business is transportation.

Under the terms of Section 22 and 23 of the *National Transportation Act*, the committee, on its own initiative or in response to requests from the Minister under Section 22 and in response to complaints or applications under Section 23, is required to conduct enquiries, investigations or studies into the wide variety of shipping matters that fall within or touch upon its regulatory purview and, under Section 22, to contribute to the development and presentation of government policy initiatives and the preparation of responses to the policy initiatives of other governments or international intergovernmental organizations.

Under the *St. Lawrence Seaway Authority Act*, the committee is required to consider complaints of unjust discrimination in tariffs, report its findings and receive for filing all tariffs and amendments published by the Authority.

Under Section 27 of the *Energy Supplies Emergency Act*, the committee can be required to order any Canadian ship to be used, when necessary, for emergency purposes, to ensure adequate supplies of energy products. Foreign-owned ships could also be used when no Canadian ship is available.

The committee is served by an executive director, a Secretariat and Administration Branch, a Merchant Shipping Branch, an International Maritime Transport Branch, and a Multimodal and Maritime Economics Branch.

## Merchant Shipping Branch

This branch administers the licencing provisions of the *Transport Act*, conducts searches for suitable Canadian ships in response to entry applications from foreign ships into the coasting trades, and administers the *Shipping Conferences Exemption Act* and matters arising from the *Pilotage Act*.

## International Maritime Transport Branch

This branch monitors the international shipping industry. It analyzes the economic impact of international multilateral and bilateral agreements and of developments in international shipping or Canadian shipping services.

## Multimodal and Maritime Economics Branch

This branch provides economic and financial advice, including applications for licences under the *Transport Act* and foreign vessel entry into the coasting trade, enquiries relating to proposed acquisitions, and examination of proposed tariff changes under the *Pilotage Act* and the *Transport Act*.

## Motor Vehicle Transport Committee

This committee is engaged in processing and ruling on applications from motor vehicle carriers for the transport of goods on Sundays as authorized by the *Lord's Day Act*. It also administers Section 27 of the *National Transportation Act* as it applies to the acquisition of bus or truck companies by any other companies subject to the jurisdiction of the Parliament of Canada. The Supreme Court of Canada has declared (April 24, 1985) that the *Lord's Day Act* has no force and effect. Until further notice, the committee will no longer issue Lord's Day authorizations.

Part III of the *National Transportation Act* establishes direct federal regulation of extra-provincial commercial motor transport. This part was proclaimed by the Governor-in-Council in 1970. It is not in effect, except for the CN Roadcruiser bus service in Newfoundland, which by Order-in-Council came under the jurisdiction of the committee in August, 1976.

In addition, the Traffic and Tariffs Branch of the Commission administers the *Atlantic Region Freight Assistance Act* on behalf of



# CANADIAN TRANSPORT COMMISSION

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the committee. Under this Act, subsidy payments are made to designated carriers for freight transported within and out of the Atlantic provinces. Common carrier truckers are included in this designation.

The committee comprises a single administrative branch, which includes the chairman, as chief executive officer, the executive director and the secretariat.

## International Transport Policy Committee

Under the terms of the *National Transportation Act*, this committee is required to participate in the work of intergovernmental or international organizations; formulate or recommend policy; investigate, examine and report on the economic effects and requirements resulting from participation in or ratification of international agreements; consult with other departments or agencies of the Government of Canada; and participate in the negotiation of international agreements.

The committee is served by an executive director, a Secretariat and Administration Branch, the International Air Transport Branch of the Air Transport Committee, the International Water Transport Branch and Multimodal and Maritime Economics Branch of the Water Transport Committee.

## Commodity Pipeline Transport Committee

The Commodity Pipeline Transport Committee has jurisdiction over all commodity pipelines that cross provincial, international or territorial borders, regardless of the pipelines' size or length. It draws its authority from Part II of the *National Transportation Act*. If the commodity pipeline also transports crude oil or natural gas, as defined in the *National Energy Board Act*, it is termed a "combined pipeline", and jurisdiction may be shared with the National Energy Board.

Under the law, the committee conducts its business mainly through the medium of public hearings. Its principal function is to deal with applications by commodity pipeline companies for a certificate of public convenience and necessity to construct and operate such a system; the acquisition or abandonment of commodity pipelines; the filing, disallowance, substitution or prescription of tariffs; and the resolution of related disputes and public interest matters. In addition, the committee makes standards, procedures, rules and regulations, under the provisions of the *National Transportation Act*, to facilitate the smooth and efficient conduct of its duties.

The committee also acts as an advisory and information source to other federal and provincial government departments and agencies, to industry and to the public in matters of the development, operations and statistics related to commodity pipelines.

## Review Committee

This committee is responsible, pursuant to Section 63 of the *National Transportation Act*, for matters arising out of applications made for a review of a Commission order or decision, or when the Minister of Transport, on appeal from a decision or order, directs that a review be carried out.

The committee is made up of the chairmen of the modal committees, with the Commission vice-president as chairman. However, a committee member will refrain from sitting in review of a decision or order in which he or she participated earlier. The secretary of the Commission also acts as secretary to the Review Committee.

## Research Branch

The role of this branch is to provide research support to the Commission and its committees, to respond to requests from Transport Canada, and to carry out relevant anticipatory studies as

required under various provisions of the *National Transportation Act*. It is headed by an executive director and comprises four sections: freight studies, passenger transport studies, transport industries analysis, and economic and social research.

The freight studies section deals with movements of bulk commodities and agricultural products, primarily by rail and commodity pipelines. The passenger transport studies section specializes in airline research projects, international air transport, and passenger transport by other modes. The transport industries analysis section concentrates on marine economics, shipping issues, multimodal transport and trucking. Finally, the economic and social research section undertakes projects requiring professional expertise in economics, statistics and sociology and acts as a support group in these areas.

## Traffic and Tariffs Branch

This branch reports to the vice-president of the Research Branch (and to modal committees on specific modal matters), and has the overall responsibility for traffic and tariff matters for road, rail and water under the *Transport Act*. In addition to its responsibility for the functions of the two divisions listed below, this branch consults with, provides advice to and works on joint projects with Transport Canada on potential and proposed dealings with rail freight and the Atlantic Region Subsidy Program.

### Tariffs and Subsidies Control Division

This division ensures that all tariffs and tolls are compiled, issued and filed by carriers in accordance with the provisions of the *Railway Act*, the *Transport Act*, the *National Transportation Act* and the Canadian Transportation Commission Regulations. It administers the Atlantic Region Freight Assistance Program in accordance with the *Maritime Freight Rates Act* (MFRA) and the *Atlantic Region Freight Assistance Act* (ARFAA) and Regulations, and verifies claims on export grain and flour transportation under Section 272 of the *Railway Act*.

### Traffic and Tariff Studies Division

This division conducts programs of investigation and analysis on statutory responsibilities, investigates and analyzes transportation matters that could be prejudicial to the public interest, and carries out economic studies of major issues affecting the transportation industry. In addition, it maintains a computerized rail and highway freight traffic database; publishes statistical reports of railway traffic flows; maintains a standard point location coding system; and investigates formal and informal complaints on passenger fares and railway freight rates, conditions of travel and carriage, and levels of rates and service.

### EDP Systems

- Database of traffic statistics based on rail movements within Canada, and between Canada and the United States — printout formats, computer tape, annual summary
- Database of traffic statistics based on truck movements (Atlantic provinces)
- System of standard shipping points, jointly managed by the Traffic and Tariffs Branch and the Canadian Freight Association (CFA), but marketed by the CFA to users in Canada and the United States



# CANADIAN TRANSPORT COMMISSION

## Classes of Records

CTC/SEC-005 *Formerly Identified as:* CTC-10

### Secretariat

*Description:* Amendments to regulations approved by the Commission; also ministerial correspondence, judgments of the Minister on appeal of CTC's decisions and orders as defined in the *National Transportation Act*, and Orders-in-Council affecting Commission activities.

CTC/SEC-010 *Formerly Identified as:* CTC-20

### Hearings

*Description:* Transcripts of evidence, the verbatim written record of the Commission's public hearings and enquiries; exhibits, documents filed with the Commission during the public hearings and enquiries in support or rebuttal of oral evidence given by the witnesses; operating files, files used by the section on an ongoing basis regarding the arrangements of public hearings.

CTC/RTC-015 *Formerly Identified as:* CTC-50

### Secretariat

*Description:* Information on Railway Transport Committee secretariat services. *Topics:* Orders-in-Council to appoint inspecting engineers; Agent's Book — list of railway company agents located in Ottawa; minutes of meetings; orders and decisions.

CTC/RTC-020 *Formerly Identified as:* CTC-60

### Accident Investigation and Rail Operations

*Description:* Correspondence and reports on accidents involving railways under the jurisdiction of the CTC; also the handling and operation of trains. *Topics:* Accident reports; train operation monitoring reports; policy and special issue complaints; gateway inspections; and occupational safety and health for train employees.

CTC/RTC-025 *Formerly Identified as:* CTC-70

### Quality of Service

*Description:* Correspondence, reports and information on the adequacy and quality of passenger train services and related facilities provided to the general public. *Topics:* Passenger train services and related facilities; rationalization of services — abandonment of lines, removal of agents and stations; complaints; policy and special issues.

CTC/RTC-030 *Formerly Identified as:* CTC-90

### Dangerous Commodities

*Description:* Information on various aspects of transportation of regulated commodities involving federal, provincial and foreign governments and private industry. *Topics:* Accidents; chemicals; containers and packaging; explosives handling; bulk storage regulations and special permits.

CTC/RTC-035 *Formerly Identified as:* CTC-80

### Equipment and Infrastructure Quality Control

*Description:* Correspondence, reports and information on branch activities in the assessment of railway rolling stock and the inspection and evaluation of the railway infrastructure. *Topics:* Railway rolling stock; track and right-of-way; bridges; policy and special issues; complaints.

CTC/RTC-040 *Formerly Identified as:* CTC-100

### Railway-Highway Crossings, Railway Signalling and Train Control

*Description:* Information on railway-highway crossings, railway signalling and train control; includes guidelines and directives to the Canadian Transport Commission regional offices, to municipalities and to railways to assist in the preparation of applications for construction. *Topics:* Railway-highway crossings — applications for construction and modifications related to safety projects at railway-highway crossings, applications for grants, regional diagnostic reports on applications, recommendations, directives and guidelines, processing of grants, construction and modification plans; construction orders; railway signalling and train control — applications for the installation and modifications of train signal and

control systems, investigation reports and recommendations, approval reports, construction and operating orders, directives.

CTC/RTC-045 *Formerly Identified as:* CTC-110

### Standards and Regulations

*Description:* Information on the development of new and revised regulations aimed primarily at railway safety, which cover the operation, inspection and maintenance of rolling stock, heating and power boilers, railway pipe and wire crossings and crossings at grade, grade separations, warning devices at railway-highway crossings, block signals, railway traffic control signal systems, pipeline crossings, bridges over navigable waters, preparation of accounts for crossing qualification standards, occupational safety and health for train employees, radio communication and environmental protection. *Topics:* Ad hoc committee reports; CTC enquiries and public hearings; federal, provincial and municipal agencies; labour organizations; railway companies; Railway Safety Advisory Committee; regulations; standards; technical committee reporting to the Railway Safety Advisory Committee.

CTC/RTC-050 *Formerly Identified as:* CTC-120

### Cost of Capital

*Description:* Confidential financial submissions of regulated railways that apply for cost-of-capital rates in accordance with the relevant sections of the *Railway Act* and the *Railway Costing Regulations*; also amendments to these regulations.

CTC/RTC-055 *Formerly Identified as:* CTC-140

### Uniformity in Accounting by Federally Regulated Railways

*Description:* Information on a prescribed classification of railway accounts (Uniform Classification of Accounts) designed as the standard in gathering and providing a database for regulatory and other purposes. *Topics:* Provision, under the *Railway Act*, of an accounting manual; investigations into level of adherence and degree of uniformity; research and revision to accommodate changes in accounting standards, technology and utility.

CTC/RTC-060 *Formerly Identified as:* CTC-150

### Audits of Regulated Railways

*Description:* Information on verification of the accuracy, uniformity and integrity of information provided to the Railway Transport Committee by regulated railways to ensure and secure compliance with the *Railway Act*, the *National Transportation Act* and regulations for which the committee is responsible. *Topics:* Railway accounting system permanent files; accounting systems Analysis Audit Manual; regular and special examination files; audit reports. *Retrievability:* Files arranged by railway company.

CTC/RTC-065 *Formerly Identified as:* CTC-160

### Annual Report of Railways

*Description:* Statistical and financial information on a particular railway, its assets, liabilities, capitalization, revenues, working expenditures and traffic. *Topics:* General corporate information; financial information on rail operations; supplementary financial information; unit information on property; statistical information on rail operations; supplementary statistical information.

CTC/RTC-070 *Formerly Identified as:* CTC-170

### Specific Costs

*Description:* Information on the determination of railway specific costs, including railway and CTC costing information, documentation and associated working papers. *Topics:* Class I railway specific costs; Class II railway specific costs; CN-VIA and CP-VIA specific costs; specific costs by railway and function; specific cost procedure manuals; actual specific cost determinations — working papers by railway and function; audit records of railway billings to VIA Rail Canada Inc.

# CANADIAN TRANSPORT COMMISSION

## CTC/RTC-075 Formerly Identified as: CTC-180 Unit Costs

*Description:* Information on the determination of railway unit costs; also railway and CTC information and documentation pertaining to CTC responsibilities and duties under various sections of the *Railway Act*. *Topics:* Class I railway unit costs, by railway; Class II railway unit costs, by railway; verification procedure manuals, by railway; costing manuals, by railway; railway and CTC unit cost working papers, by railway and function; railway price level indices.

## CTC/RTC-080 Formerly Identified as: CTC-190 Special Costing Studies

*Description:* Special costing studies initiated both within and outside the CTC, either by federal government requirements or by independent agencies and consulting groups. *Topics:* Working papers; consultants' reports, drafts, recommendations; railway working papers and submissions; government policy and special issues related to railway operations; special costing studies arising from the incorporation of VIA Rail Canada, Inc.

## CTC/RTC-085 Formerly Identified as: CTC-200 Electronic Data Processing (EDP)

*Description:* Railway costing databases; railway subsidy payments databases; railway safety and accident databases; CTC programs and documentation for all branch EDP activities; systems manual for all branch EDP operations; security documentation for EDP activities; EDP documentation for report publications.

## CTC/RTC-090 Formerly Identified as: CTC-210 Branch Line Subsidy Program

*Description:* Information on branch responsibility to verify railway claim costs and revenues in order to calculate and pay subsidies to the railways. These files contain all railway and CTC official documents and working papers. *Topics:* General costing; Canadian Pacific and Canadian National unit cost working papers; Class II railways; CN-CP subdivisions; cost of capital; branch line; branch line rehabilitation.

## CTC/RTC-095 Formerly Identified as: CTC-215 Western Grain Transportation Program

*Description:* Costing studies relating to the movement of western grain by rail under the authority of the *Western Grain Transportation Act*. *Topics:* The prescribing of the annual freight rate scale under Section 35; the annual designation of grain dependent branch lines under Section 40; the conduct of costing reviews every four years under Section 38; the monitoring of annual railway investment plans under Section 29.

## CTC/RTC-100 Formerly Identified as: CTC-220 Passenger Train Studies

*Description:* Information on branch subsidy payments for passenger services under Section 261 of the *Railway Act*; also the audit of CN and CP billings for passenger-related services to VIA Rail Canada. The files contain railway and CTC official documents and working papers. *Topics:* CN train service; CP train service; VIA Rail Canada; special costing; unit costs; specific costs.

## CTC/RTC-105 Formerly Identified as: CTC-230 Freight-Related Studies

*Description:* Costing studies carried out on specific commodity movements by rail; includes costing work for rate setting purposes and appeals under the *National Transportation Act*, Section 23; also railway and CTC official documents and working papers. *Topics:* "At and East" (*Railway Act*, Section 272); rapeseed investigations; cost of stop-off-milling in transit; demurrage issues; "At and East" subsidy payments.

## CTC/ATC-110 Formerly Identified as: NO REFERENCE Air Transport Committee - General (New)

*Description:* Information on general matters related to commercial air services. *Topics:* Carrier associations, metric conversion, gross take-off weight of aircraft; domestic air policy, financial and ownership requirements, rotating wing policy, subsidy administration, *War Measures Act*, use of military aircraft; fuel emergency crises and conservation; and decisions and orders. *Retrievability:* Files arranged by subject matter.

## CTC/ATC-115 Formerly Identified as: CTC-240 Licence Applications

*Description:* Applications for authority or modifications of authorities to operate commercial air services to, from and within Canada and related matters for which a licence is required under Section 16 of the *Aeronautics Act*. *Topics:* Application specifics; description of proposed service; estimate of potential market; interventions by interested parties; pricing and service plans; detailed operating plans; detailed capital and operating cost estimates; projected financial statement; particulars of company ownership; base protection; deletion or amendment of route protection; proposed changes of contract, consolidation, mergers, leases and transfers; and related staff reports. *Retrievability:* Files arranged in chronological order of application, and by name of applicant.

## CTC/ATC-120 Formerly Identified as: CTC-250 Licence Exemptions

*Description:* Applications for authority to operate commercial air services to, from and within Canada and related matters by parties who are exempted from having to hold a document of licence. *Topics:* Use of an aircraft for aerial application and distribution by a farmer whose chief source of income is farming; leasing of aircraft; aircraft flown by an employee as transportation in carrying out his or her duties as an employee; use of aircraft in search-and-rescue operations or to assist in suppression of forest fires; use of an aircraft for checking out another pilot; sharing of operating expenses with the owner of an aircraft; and use of aircraft on glider towing and parachute jumping operations. *Retrievability:* Files arranged by exempting section of the Regulations.

## CTC/ATC-125 Formerly Identified as: NO REFERENCE Licence Documents (New)

*Description:* Documents of licence for all commercial air services operated to, from or within Canada. *Topics:* Licence documents. *Retrievability:* Files are arranged by class of commercial air service operated and carrier name.

## CTC/ATC-130 Formerly Identified as: CTC-260 Applications for Charter Permits

*Description:* Applications by licensed air carriers for permits to operate advance booking charters, entity charters and common purpose charters, and inclusive tour charter flights filed pursuant to the Air Carrier Regulations. *Topics:* Application specifics; description of proposed charter program; evidence of financial position of tour operator; scope and frequency of proposed charter program; contract between tour operator and air carrier; tour operator's business experience; tour operator's arrangements for securing of clients' prepayment; staff reports; Air Transport Committee decision. *Retrievability:* Files arranged by tour operator.

## CTC/ATC-135 Formerly Identified as: CTC-430 International Civil Aviation

*Description:* Information relating to all aspects of international civil aviation. *Topics:* International Civil Aviation Organization (ICAO) proceedings and recommendations; contract documentation, travel conditions, pricing regimes and bilateral air service agreements; NATO; international organizations — ICAO, IATA, ECAC (European Civil Aviation Committee), U.N. organizations.



# CANADIAN TRANSPORT COMMISSION

CTC/ATC-140 *Formerly Identified as:* CTC-440

## **International Air Transport Association (IATA) Conference**

*Description:* Information relating to reports and resolutions of the tariff-setting machinery of IATA. *Topics:* Reports, resolutions, record of individual foreign government acceptance or rejection of resolutions; tables of fares, rates, charges and routing conditions agreed upon by carriers.

CTC/ATC-145 *Formerly Identified as:* CTC-330

## **Free and Reduced-Rate Transportation**

*Description:* Requests for special permission to carry free, or at reduced rates, certain categories of freight and passengers not covered in regulations. *Topics:* Airline procedures manuals on free and reduced-rate transportation; requests by air carriers; disposal of applications by Air Transport Committee.

CTC/ATC-150 *Formerly Identified as:* NO REFERENCE

## **Tariffs (New)**

*Description:* Prices and conditions of carriage for transportation of passengers and goods. *Topics:* Fares, rates, tolls and conditions of carriage. *Retrievability:* Files are arranged by carrier name.

CTC/ATC-155 *Formerly Identified as:* CTC-290

## **Special Tariff Permission Applications**

*Description:* Air carrier special tariff permission applications to depart from one or more provisions of the Air Carrier Regulations tariff filing requirements. *Topics:* Description of proposed changes with explanations and justification; staff reports; disposal of application by Air Transport Committee. *Retrievability:* Files arranged by carrier name.

CTC/ATC-160 *Formerly Identified as:* CTC-300

## **Tariff and Schedule Filing Requirements**

*Description:* Correspondence on tariff and schedule filings. *Topics:* Filing by applicant, power of attorney and concurrence document; general correspondence; interpretations; suspension, rejection, or disallowance action by the Air Transport committee. *Retrievability:* Files arranged by carrier name.

CTC/ATC-165 *Formerly Identified as:* CTC-270

## **Complaints Against Illegal Operations by Licensed Carriers**

*Description:* Complaints received or information uncovered indicating illegal commercial air carrier activity by licensed carriers. *Topics:* Enforcement Branch investigation reports; referral to Licensing or Tariff Branch for any administrative action deemed necessary; Enforcement Branch referrals to RCMP for investigation towards prosecution; RCMP, Department of Justice and Air Transport Committee Enforcement Branch reports indicating what investigative and prosecutable action was taken and the ultimate disposition of the case. *Retrievability:* Files are arranged by carrier name.

CTC/ATC-170 *Formerly Identified as:* CTC-280

## **Complaints Against Illegal Operations by Unlicensed Operators**

*Description:* Complaints received or information uncovered concerning illegal commercial air services by unlicensed operators. *Topics:* ATC Enforcement Branch investigative reports; referral to RCMP and Department of Justice reports indicating investigative and prosecutorial action taken and final disposition of the case. *Retrievability:* Files arranged by carrier name by region.

CTC/ATC-175 *Formerly Identified as:* CTC-380

## **Civil Aviation Legislation**

*Description:* Information on civil aviation legislation and related laws. *Topics:* Proposed amendments of the Air Carrier Regulations; proposals received from or submitted to the public concerning proposed changes in the regulations.

CTC/ATC-180 *Formerly Identified as:* CTC-390

## **Regulatory Reports and Statistics**

*Description:* Information relating to reports and statistics which air carriers are required to file under the Air Carrier Regulations. *Topics:* Requests for statistics; information on uniform system of accounts for commercial air carriers; non-performance; delinquency in filing statistics; capital leasing of aircraft. *Retrievability:* Files arranged by carrier name.

CTC/ATC-185 *Formerly Identified as:* CTC-340

## **Insurance**

*Description:* General correspondence and certificates relating to air carrier liability insurance requirements as defined in the Air Carrier Regulations. *Topics:* General correspondence, certificate of insurance. *Retrievability:* Files arranged by carrier name.

CTC/WTC-190 *Formerly Identified as:* CTC-480

## **Administration**

*Description:* Committee minutes, decisions, orders and official files.

CTC/WTC-195 *Formerly Identified as:* CTC-490

## **Licences**

*Description:* Information on licensing of water carriers under the Transport Act. *Topics:* Applications; interventions; objections; reference documents; administrative correspondence necessary to the functional operation of the licensing function.

CTC/WTC-200 *Formerly Identified as:* CTC-500

## **Conference Contracts and Tariffs**

*Description:* Information on all tariffs filed by shipping conference liners along with various agreements reached by these lines as set forth in the Shipping Conferences Exemption Act, 1979; also correspondence between the Committee and companies operating liner services.

CTC/WTC-205 *Formerly Identified as:* CTC-510

## **Coastal Trade Custom Duty Waivers**

*Description:* Applications to the Minister of National Revenue for custom duty waivers from users of non-Canadian flag vessels in Canada's coastal trade, and related correspondence; correspondence with users or potential users of such vessels.

CTC/WTC-210 *Formerly Identified as:* CTC-520

## **Pilotage Tariffs**

*Description:* Information on pilotage tariff matters, including original objections and interventions filed with the Water Transport Committee; decisions rendered, and related correspondence; working papers on the designing of tariffs.

CTC/WTC-215 *Formerly Identified as:* CTC-530

## **Seaway Tariffs**

*Description:* Information on original tariffs submitted by the St. Lawrence Seaway Authority to the Water Transport Committee and related correspondence.

CTC/WTC-220 *Formerly Identified as:* CTC-540

## **International Shipping Policy and Operational Analyses**

*Description:* Information on the interest and involvement of the Commission in Canadian governmental representation at international organization conferences and meetings. *Topics:* Intergovernmental Maritime Consultative Organization — legal committee and facilities committee; Organization for Economic Co-operation and Development — maritime transport committee and subsidiary bodies working group and special group international organization; U.N. Commission on International Trade Law — working group on international legislation; U.N. Conference on Trade and Development — committee on shipping, including international preparatory groups and working group on international legislation.



# CANADIAN TRANSPORT COMMISSION

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**CTC/WTC-225 Formerly Identified as: CTC-550**  
**International Maritime and Shipping Policy**

*Description:* Analyses provided to interdepartmental committees studying and formulating an appropriate Canadian position on maritime and shipping policy as input to international maritime law. *Topics:* Preparatory position papers, commentaries and discussion papers; submissions by Canada to international maritime and shipping forums; instructions to Canadian delegations at international conferences and conventions; delegation reports on participation in international meetings.

**CTC/WTC-230 Formerly Identified as: CTC-560**  
**Maritime Studies**

*Description:* Studies on maritime legal and economic subjects being discussed at the international level, based on generic research and economic analysis and intended to contribute to the formulation of Canadian international policy. *Topics:* Terms and conditions of ocean carriage in bills of lading (Hamburg Rules); standard clauses in policies of maritime insurance; limitation of water carrier liability for passengers and baggage.

**CTC/WTC-235 Formerly Identified as: CTC-570**  
**Maritime Economic, Financial and Statistical Analyses**

*Description:* Information on domestic and international water transport operations and related matters (shipper's concerns); economic and financial records of Canadian maritime and shipping interests, including detailed computerized databases of particulars of all Canadian vessels of one hundred GRT and over; traffic movements by class; tonnage of goods carried in Canadian inland and coastal waters and to, from and between Canadian ports; and a world-wide matrix of distances.

**CTC/WTC-240 Formerly Identified as: CTC-580**  
**Multimodal Policy and Operational Analyses**

*Description:* Correspondence, reports, memoranda, position papers, analyses and summaries of domestic and international multimodal transport operations and related matters (shippers' concerns, legal and economic issues).

**CTC/MVT-245 Formerly Identified as: CTC-590**  
**Motor Vehicle Transport Committee - General**

*Description:* Minutes of committee meetings and orders and decisions; committee meetings; minutes and attachments for the senior management advisory committee; metrification of motor vehicle weights measurements; transportation of dangerous goods; and hearings into CN-CP Express request to abandon truck express operations in Saskatchewan in favour of independent trucking companies.

**CTC/MVT-250 Formerly Identified as: CTC-600**  
**Lord's Day Act**

*Description:* Application forms for exemptions from motor vehicle carriers for the transportation of goods on Sundays. *Topics:* Telexes, hearing notes and transcripts. *Retrievability:* Files are arranged by name of motor vehicle carrier.

**CTC/MVT-255 Formerly Identified as: CTC-610**  
**Mergers and Acquisitions**

*Description:* Information on proposed acquisitions of bus or truck companies. *Topics:* Notices of proposed transaction, contractual and financial agreements between parties; filed objections; and hearing documentation.

**CTC/MVT-260 Formerly Identified as: CTC-620**  
**National Transportation Act, Part III**

*Description:* Information on planning procedures and draft regulations of the extra-provincial motor carrier undertakings of Canada in preparation for the implementation of Part III of the

*National Transportation Act*; and questionnaires to Canadian extra-provincial carriers.

**CTC/MVT-265 Formerly Identified as: CTC-630**  
**Roadcruiser Bus Service, Newfoundland**

*Description:* Information on the only motor vehicle undertaking which, since 1976, falls under the direct regulatory control of the CTC. *Topics:* Hearings on rates, scheduling and quality of service; in-house studies of company's financial statements and financial procedures; Statistics Canada reports on comparable bus operations; transportation of the handicapped; survey on the quality of service and scheduling of buses in Newfoundland.

**CTC/MVT-270 Formerly Identified as: CTC-650**  
**Federal-Provincial Negotiations**

*Description:* Information on ongoing meetings with provinces with a view to developing uniform trucking regulations in Canada.

**CTC/MVT-275 Formerly Identified as: CTC-660**  
**Transborder Trucking Dispute**

*Description:* Information on negotiations between Canadian and United States agencies in response to accusations by the United States of discrimination against American truckers by Canadian transport regulatory agencies; and United States reprisals.

**CTC/ITP-280 Formerly Identified as: CTC-710**  
**Administration**

*Description:* International Transport Policy Committee minutes, decisions, orders, official files.

**CTC/CPT-285 Formerly Identified as: CTC-720**  
**Applications**

*Description:* Required Commodity Pipeline Transport Committee information (in order to grant a certificate of public convenience and necessity and permission to operate) on proposed commodity pipelines; applications to acquire commodity pipeline companies, and submissions made by interested parties other than the company.

**CTC/CPT-290 Formerly Identified as: CTC-730**  
**Pipelines**

*Description:* Information on commodity pipelines. *Topics:* Qualitative and quantitative information on commodity pipeline operations, costs and technology.

**CTC/CPT-295 Formerly Identified as: CTC-740**  
**Standards**

*Description:* Standards for commodity pipelines. *Topics:* Information and analyses pertaining to engineering, economic, financial, accounting and safety standards.

**CTC/REV-300 Formerly Identified as: CTC-750**  
**Review Committee**

*Description:* Information on the Review Committee's activities when dealing with applications for review of a modal committee's orders and decisions.

**CTC/RES-305 Formerly Identified as: CTC-760**  
**Demand**

*Description:* Information on freight and passenger demand, traffic forecasts and models. *Topics:* Rail transportation of coal, potash, sulphur, grain and lumber products; low-priced air fare review and pricing surveys; use of multimodal transport in Canadian international trade; conference freight trends in Canadian exports.

**CTC/RES-310 Formerly Identified as: CTC-770**  
**Supply**

*Description:* Information on modal and intermodal studies, productivity. *Topics:* Rail capacity information; bulk commodity facilities at major ports; cost structure of the Canadian trucking

## CANADIAN TRANSPORT COMMISSION

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industry; for-hire trucking and Canadian-United States trade; international bulk carriage; international maritime shipping — structure and practices; Canadian international bulk shipping arrangements.

CTC/RES-315 *Formerly Identified as:* CTC-780

### **Regulations**

*Description:* Information on regulations, competition, costing, pricing, subsidies. *Topics:* Air services in northern and remote areas; water transportation on Lake Athabaska; Canrail and Canada Southern Acquisitions; pricing practices of Canadian railways (transborder and domestic); shortline railroads in Canada; rail costing; air costing; truck costing; competition and regulation in marine transport — trucking rate analysis; limitation of ship owners' liability for passengers and luggage (study revisions); impact of the proposed convention on international multimodal transport.

CTC/RES-320 *Formerly Identified as:* CTC-790

### **Regional and Social Issues**

*Description:* Information on prairies and grain, isolated communities; transportation of the handicapped; the trucking industry in the Atlantic provinces; adequacy of air services in northern and remote areas.

CTC/TTB-325 *Formerly Identified as:* CTC-800

### **Tariffs, Licences and Claims**

*Description:* Information on tariffs filed with the Commission and licensing of carriers under the subsidy programs of the Atlantic provinces. *Topics:* Claims, reference documents and related correspondence; also working papers and computer printouts that

detail information for claims made under Section 272 of the *Railway Act*.

CTC/TTB-330 *Formerly Identified as:* CTC-810

### **Traffic and Tariff Information Systems**

*Description:* Detailed information on the transportation industry and its pricing philosophy, its service facilities and its marketing concepts; also correspondence, memoranda, working papers and information drafts on complaints, applications and disputes before the Commission that concern traffic and tariff matters.

## **Deleted Classes of Records**

CTC-30 Documents and Publications  
CTC-40 Legal Information  
CTC-130 Financial Analysis  
CTC-310 Concurrence Documents  
CTC-320 Contract Forms  
CTC-340 Insurance  
CTC-350 Accounts and Statistics  
CTC-360 War Measures Act  
CTC-370 Fuel Emergency Crisis and Conservation  
CTC-400 Domestic Carrier Operations  
CTC-410 Policy  
CTC-420 Amendments to the Air Carrier Regulations  
CTC-450 Airline Agents  
CTC-460 Carrier Associations  
CTC-470 Metric Conversion  
CTC-640 Transportation of the Handicapped  
CTC-670 Metrification of Motor Vehicles  
CTC-680 Dangerous Goods  
CTC-690 CN-CP Express  
CTC-700 Questionnaires and Surveys

# **THE CANADIAN WHEAT BOARD**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 29**





# **OFFICE OF THE CHIEF ELECTORAL OFFICER**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 30**





# **OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 31**

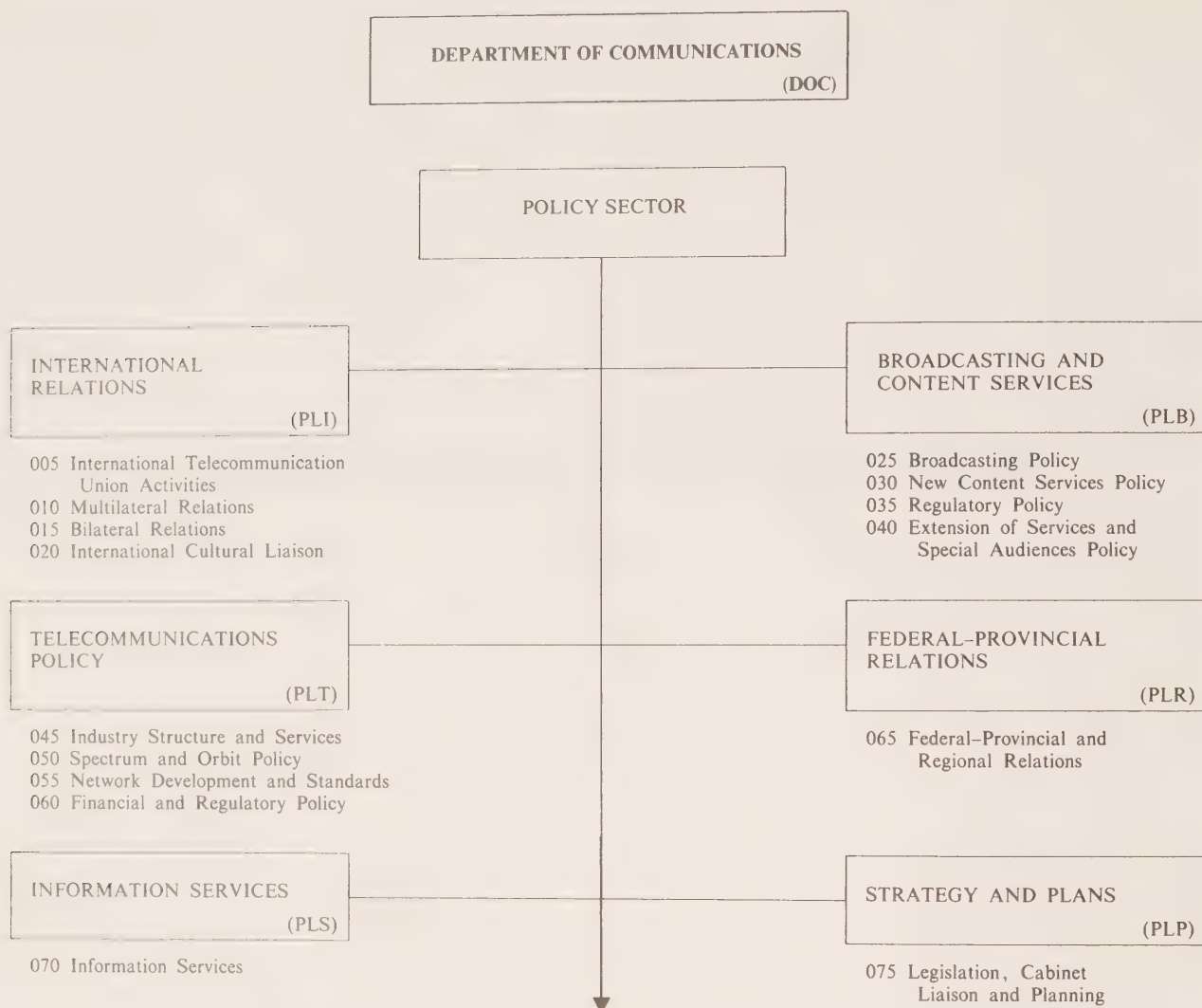


# **DEPARTMENT OF COMMUNICATIONS**

## **Chapter 32**

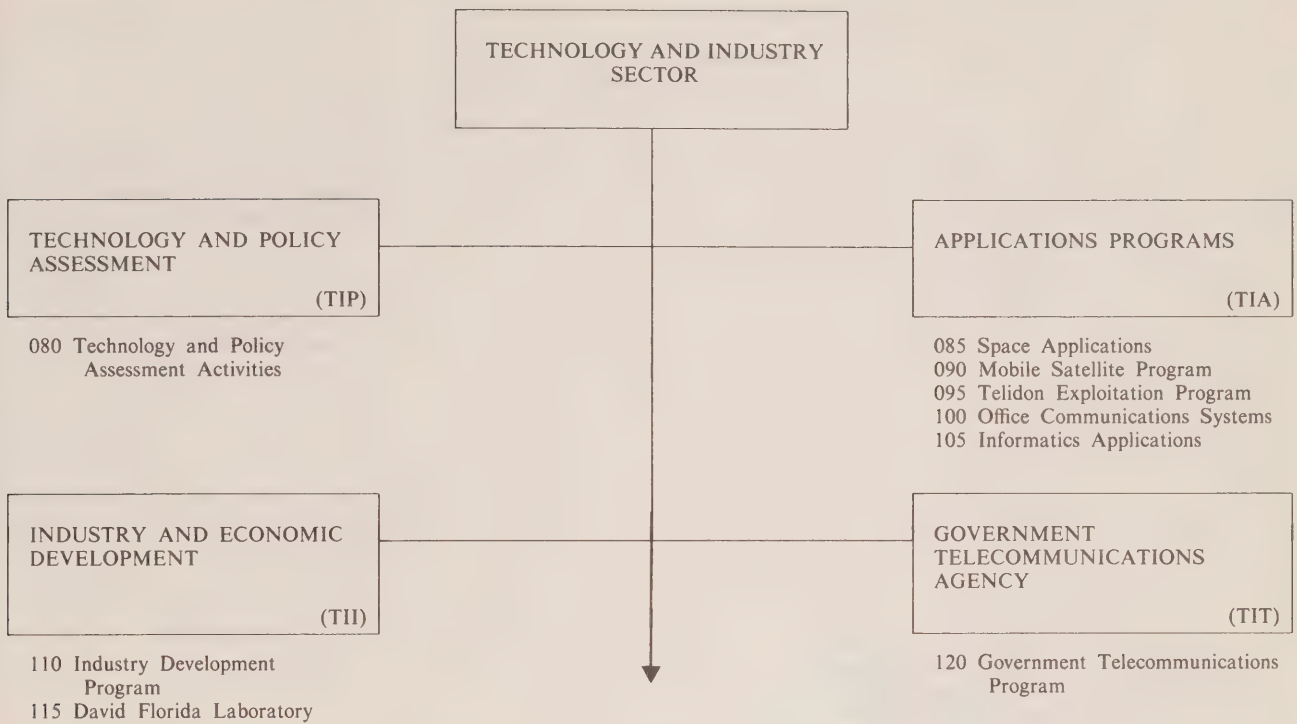


# DEPARTMENT OF COMMUNICATIONS



## DEPARTMENT OF COMMUNICATIONS

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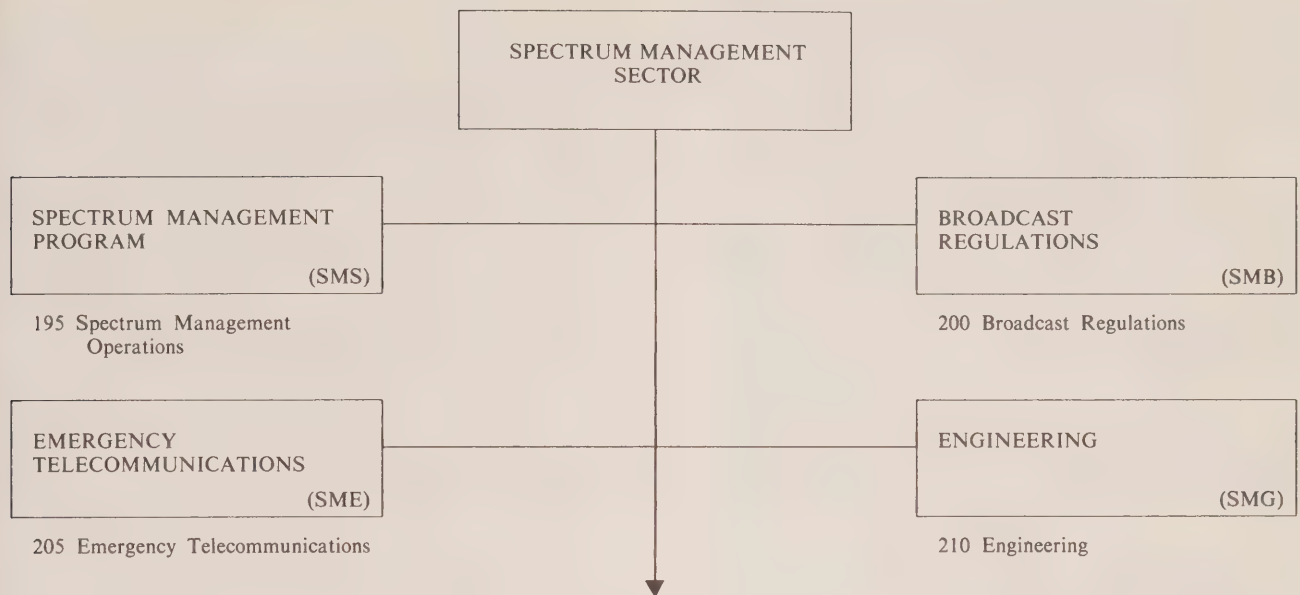




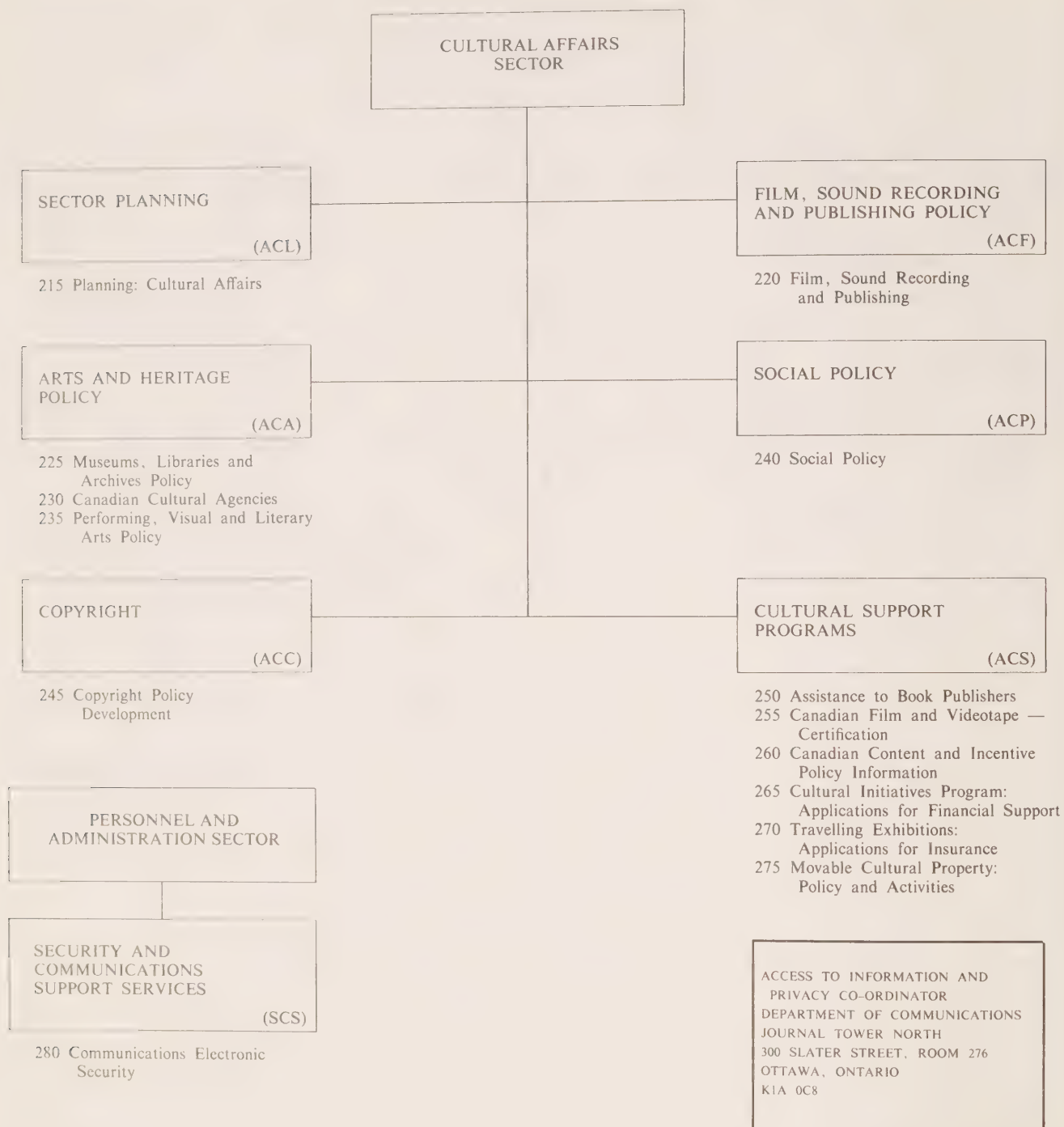


## DEPARTMENT OF COMMUNICATIONS

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# DEPARTMENT OF COMMUNICATIONS



# DEPARTMENT OF COMMUNICATIONS

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## Background

Established in 1969 by the *Government Organization Act*, the Department of Communications (DOC) encourages the growth of national and international telecommunications and broadcasting networks and facilities, anticipates and plans for change by conducting research into communications and space technology, manages and regulates the airwaves, and promotes Canadian cultural activities.

The Department was originally concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing, and exchanging information. Its activities were focused on broadcasting, communications research and on Canada's role in satellite communications. Its clientele consisted largely of private and public sector institutions that either manufactured equipment or provided services.

In July 1980, in recognition of the increasingly close links between culture and communications, responsibility for the federal government's arts and culture program, along with responsibility for a number of agencies, was transferred from the Secretary of State to the Minister of Communications.

While other responsibilities continue, the Department is now concerned with a host of public and private institutions operating in the cultural field. In addition, the Department is concerned with the cultural content that flows through electronic and non-electronic channels of communications and includes among its clients the creators and administrators of cultural content.

## Laws and Regulations

- Broadcasting Act
- Radio Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Cultural Property Export and Import Act
- Canada Council Act
- Canada Museums Construction Corporation Order-in-Council
- Canadian Film Development Corporation Act
- Copyright Act
- National Arts Centre Act
- National Film Board Act
- National Library of Canada Act
- National Museums of Canada Act
- Public Archives of Canada Act

## Overall Responsibilities

### Communications Sectors

The Department conducts research, encourages industrial development, and develops policies to address the economic, social and cultural effects of new technology. It fosters the orderly development and operation of communications for Canada in the following domestic and international spheres:

- Communications and Information Technology — The Department assists Canadian industries that manufacture communications and information equipment or provide related systems, products or services and support for the Department of Communications, National Defence and other departments. Among its major programs in this area are the Telidon program and the Office Communications System Program. It also develops Canadian strength in the field of micro-computers, computer software, mobile

satellite systems and new satellite communications services. The Department conducts research in communications, informatics and space and satellite systems at the Communications Research Centre, including the spacecraft testing facilities at the David Florida Laboratory. Research on the use of satellites ranges from improved telephone services to Pay-TV, including satellite-delivered radio and television programming, tele-education, telemedicine, direct broadcasting and search and rescue.

- Communications Policy Development — The Department develops communications policies that make maximum use of Canadian resources and talents, strengthen Canadian industries, exploit technological advances, and generally contribute to the achievement of Canadian economic, social and cultural objectives.
- Radio Frequency Spectrum — The Department continually seeks to manage, improve and extend the use of the spectrum, protect the rights of Canada through international agreements, and provide service to all of its users.
- The Department manages the airwaves to prevent overcrowding and traffic jams and to ensure that a high quality of service is provided, especially for emergency services. Licences are issued to qualified operators, and traffic is controlled by regulations developed by the Department.
- Each year, more than one million radio licences are issued, including permits for GRS radio owners, operators of microwave systems, and radio and television broadcasters. The Department works closely with other levels of government and with private companies to develop national standards for telecommunications and broadcasting equipment. The Department tests appliances and other electrical equipment to ensure that they do not cause radio interference.
- Government Telecommunications — The Department establishes and maintains long-term federal government telecommunications plans, including the identification of the most efficient and economic alternatives available to satisfy existing and new telecommunications requirements, and accommodates the convergence of technologies (telecommunications, electronic data processing and office equipment) on a government-wide basis.
- The Department of Communications satisfies the needs of federal departments and agencies by planning, establishing and managing telecommunications facilities and services to maximize the benefits of sharing and consolidating telecommunications requirements on a government-wide basis.

### Cultural Affairs Sector

In 1983-84, the Arts and Culture Sector was reorganized to clarify the Department's role in the cultural field and to integrate the sector more fully into the Department. The new Cultural Affairs Sector emphasizes both cultural policy development and program delivery. The Department operates programs to provide financial support, resources and services to Canadian cultural organizations and industries, as well as heritage institutions, and in this way supports and promotes the work of Canadian creators, including painters, sculptors, actors, film-makers, writers, musicians and composers. These programs include the Cultural Initiatives Program, the Canadian Book Publishing Development Program, the Canadian Film and Videotape Certification Office and the Movable Cultural Property Secretariat.

The Department also develops policies and programs for the achievement of national artistic and cultural objectives, and promotes effective inter-agency, inter-departmental, and inter-governmental co-operation in the achievement of those objectives, which include

- encouraging artistic and cultural activities in Canada;
- advising on the optimum allocation of resources among arts and culture programs;



# DEPARTMENT OF COMMUNICATIONS

- fostering greater inter-agency program co-operation and co-ordination in support of cultural and other national objectives;
- supporting or managing special artistic and cultural programs outside those of the federal cultural agencies.

## Organization

The Department of Communications is headed by the deputy minister, supported by the senior assistant deputy minister and five assistant deputy ministers who are responsible for the following sectors: Technology and Industry, including Government Telecommunications; Research; Spectrum Management; Cultural Affairs; and Financial Management. Also reporting to the deputy minister is the Personnel and Administration Branch.

The Department has regional offices in Moncton, Montréal, Toronto, Winnipeg, and Vancouver, and 48 district offices across Canada. In addition, it maintains research and testing facilities in the National Capital Region at the Communications Research Centre and its Clyde Avenue Laboratories and will be inaugurating a Workplace Automation Research Centre in Laval, Québec.

There are nine agencies in the communications and cultural field that report to Parliament through the Minister of Communications. They are

- The Canada Council, which provides support to performing arts organizations, artists, writers and many other creators;
- The Canadian Broadcasting Corporation, which provides national television and radio services in both official languages and operates Radio Canada International, which broadcasts news and information about Canada to listeners around the world;
- The National Film Board of Canada, which supports the work of the independent film-makers and produces its own films on a wide range of subjects;
- Telefilm Canada, which provides financial assistance and marketing support to film and television producers;
- The National Arts Centre, which showcases Canadian achievements in the performing arts, as well as the best the world has to offer;
- The National Museums Corporation, which assists in the development of museums and galleries across the country and is responsible for the National Gallery of Canada, the National Museum of Man, the National Museum of Natural Sciences and the National Museum of Science and Technology;
- The National Library of Canada, which provides technical support to libraries across the country and maintains a national collection of books, new and old, rare and readily available;
- The Public Archives of Canada, which maintains a national archival collection of documents, photographs and recordings and is responsible for the archives of the Government of Canada;
- The Canadian Cultural Property Export Review Board, which certifies for income tax purposes as important to Canada's heritage cultural objects given or sold to designated Canadian institutions.

The Minister of Communications is also responsible to Parliament for the Canadian Radio-television and Telecommunications Commission (CRTC), which regulates broadcasters, cable services and national telecommunications services.

Central management and administration of the Department includes the Minister's office, the deputy minister's office and support services such as personnel, finance, accommodation and telecommunications, material management, computer services, security services, library services, mail and records management.

## General Information Services

### Libraries

Reports, studies, briefs and other documents prepared by or for the Department of Communications should be requested through:

The Library  
Department of Communications  
Journal Tower North  
Room 276  
300 Slater Street  
Ottawa, Ontario  
K1A 0C8  
Telephone: (613) 990-4937

There are smaller libraries at each of the five regional offices:

#### Atlantic Regional Office

Terminal Plaza Building  
1222 Main Street, 7th Floor  
P.O. Box 5090  
Moncton, New Brunswick  
E1C 8R2  
Telephone: (506) 388-6505

#### Québec Regional Office

Rasco Hotel  
295 St. Paul Street East  
Montréal, Québec  
H2Y 1H1  
Telephone: (514) 283-7737

#### Ontario Regional Office

9th Floor, 55 St. Clair Avenue East  
Toronto, Ontario  
M4T 1M2  
Telephone: (416) 966-6331

#### Central Regional Office

200-386 Broadway Avenue  
Winnipeg, Manitoba  
R3C 3Y9  
Telephone: (204) 949-2630

#### Pacific Regional Office

800 Burrard Street, Suite 1700  
Vancouver, British Columbia  
V6Z 2J7  
Telephone: (604) 666-5424

## Information Services Branch

The branch maintains a list of all publications and audio-visual materials produced by the Department to inform the Canadian public. Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications, annual reports, and audio-visual materials, should be directed to

Distribution Office  
Information Services  
Department of Communications  
Journal Tower North  
300 Slater Street  
Ottawa, Ontario  
K1A 0C8  
Telephone: (613) 990-4842, 990-4900

## DEPARTMENT OF COMMUNICATIONS

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### Access Procedures

All formal access requests should be directed to

The Access and Privacy Co-ordinator  
Department of Communications  
Journal Tower North  
300 Slater Street, Room 276  
Ottawa, Ontario  
K1A 0C8  
Telephone: (613) 990-4131

### POLICY SECTOR

This sector formulates strategies for the development, promotion and monitoring of broadcasting and telecommunication services, co-ordinates federal-provincial activities in communications and culture; develops Canada's policy on international aspects of communications and culture; integrates and harmonizes policy within the Department; develops and disseminates policy, program and regulation information to the communications and cultural industries and the general public; and provides legal advice to the Department.

### International Relations Branch

This branch promotes and protects Canadian telecommunications and cultural interests internationally and ensures that significant international developments are taken into account in domestic telecommunications and cultural policy formulation. This involves co-ordinating Canadian presentations to such international organizations as the International Telecommunication Union, including preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, in order to ensure that future Canadian requirements can be achieved within established international conventions. It also involves policy guidance regarding international markets and trade, and aid to developing nations; participation in international space communications activities such as INTELSAT and the European Space Agency (ESA); and spectrum co-ordination with the United States in border areas.

#### Manuals

- International Telecommunication Union (ITU) Radio Regulations
- International Radio Consultative Committee (CCIR)
- International Telegraph and Telephone Consultative Committee (CCITT)
- 1982 International Telecommunication Union Convention

### Broadcasting and Content Services Policy Branch

The branch develops and recommends policies and programs in the area of broadcasting and other delivery systems such as cable and satellite services. This includes Canadian broadcasters generally and the Canadian Broadcasting Corporation in particular; the Canadian cable industry; the communications industry, including those concerned with the vertical blanking interval and other communications technologies; related program production and content industries; the pay television industry; and the Canadian satellite industry. The branch also develops appropriate legislation in these areas and advises on the policy implications of the extension of services and the development of new services such as videotex and teletext. It conducts policy research analysis and operates a statistics program in support of its activities.

### Telecommunications Policy Branch

This branch formulates and recommends policies and programs governing and promoting the establishment, development and efficiency of national and international telecommunications facilities

and services. This includes policy initiatives for institutional, corporate and inter-corporate structures and relationships (carrier competition, terminal attachment, conditions of service); the optimal development of telecommunications networks (integration of satellite and terrestrial networks, standards of service to remote areas of Canada); allocation and use of the radio frequency spectrum. The branch develops and recommends policies and strategies to foster new telecommunications services. In addition, it monitors and analyzes the activities of telecommunications corporations with federal government investment. The branch makes recommendations on financial and regulatory matters concerning telecommunications entities within federal jurisdiction.

### Federal-Provincial Relations Branch

This branch is responsible for advancing the federal government's interests in communications and culture through bilateral and multilateral meetings, information exchange, co-ordination, consultation and negotiation with provinces and territories. The branch oversees the implementation of the Department's Regional Dimension Action Plan in order to promote greater regional input to the policy process, including co-ordination leading to economic and regional development subsidiary agreements with the provinces in the areas of communications and cultural industries. The branch also provides internal program planning and management support services to the senior assistant deputy minister and directors general in the Policy Sector.

### Information Services Branch

This branch plans and implements information activities to facilitate communications between the Department and the public, as well as communications within the Department. It provides information on the policies, programs and activities of the Department and informs departmental managers of the interests and concerns of the public and client organizations as expressed in the media and through correspondence, public meetings, and direct contact with information officers. Methods include planning communications programs and activities; publication of news releases, fact sheets, articles, newsletters, reports, brochures, pamphlets, posters, technical notes, books, photographs, designs and slides; preparation and staffing of displays, exhibits, and audio-visual presentations; publication and preparation of information materials; operation of a departmental briefing centre and speakers' bureau; organization and staffing of news conferences, briefings, and special events; preparation of correspondence; operation of a media monitoring service.

### Strategy and Plans Branch

This branch is responsible for defining the Department's strategic priorities and ensuring that they are consistent with overall government priorities. It provides direction in the development of policy in the fields of communications and culture. The branch also provides briefings to the Minister on all major departmental and agency proposals as well as those of other departments which have implications for the Department of Communications. This involves the design and management of the corporate policy and strategic planning for the Department as a whole; the management of legislation and legislative amendments for the Department; and the management of Cabinet business for the Department, including liaison with central agencies.

### TECHNOLOGY AND INDUSTRY SECTOR

This sector attempts to ensure that Canada's technological potential is used to the greatest economic and social benefit by enhancing Canada's advantages in the domestic and foreign markets. This involves fostering the development and application of advanced information and communications technologies and supporting the



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growth of industries creating, manufacturing and employing those technologies.

The sector is active in the identification and assessment of new technology, policy analysis and formulation, economic and marketing analysis, program and project management, and of communications and informatics. The sector is responsible for four branches: Technology and Policy Assessment, Industry and Economic Development, Applications Programs and Government Telecommunications.

### Technology and Policy Assessment Branch

The role of the branch is to identify and assess the potential applications of new information and communications technologies against long-term trends in the economic and social environment and to identify the policy and standards issues relating to their introduction and application. It provides a planning service to the Technology and Industry Sector, to the Strategy and Plans Branch, and to other sectors and branches of the Department.

### Applications Programs Branch

This branch manages major applications programs and projects designed to develop and test the concept and feasibility of new technologies. The branch is responsible for the Mobile Satellite (MSAT) Program, the Office Communications Systems Program, Telidon, and the Space Applications Program. It is also responsible for the implementation of new program activities to develop appropriate technologies and services that have been identified as opportunities for Canadian exploitation.

### Industry and Economic Development Branch

This branch relies on its own specialists and co-operates with other departments and agencies to foster the orderly and efficient development and application of advanced information and communications technologies in Canadian industries creating, manufacturing and marketing those technologies for domestic and foreign markets. It assists the informatics and communications industries in exploring opportunities at home and abroad for goods and services through in-house economic analysis, marketing support, technological expertise and research and development.

The David Florida Laboratory for the integration and testing of satellites is maintained and operated at the Communications Research Centre in support of Canadian industry and other government departments and agencies.

### Government Telecommunications Agency (GTA)

The agency provides shared and customized voice and data telecommunications services and facilities to federal departments and agencies. It is responsible for planning, establishing, and managing telecommunications facilities and services to economically satisfy the needs of federal departments and agencies. Designated as a mandatory common service organization providing telecommunications facilities and services for federal government users, the GTA is financed by a revolving fund and is managed on a full cost revenue dependent basis. The agency is included in the Technology and Industry Sector to facilitate a careful assessment of the role that the federal government market should play in the development of the Canadian industry. It will implement, as appropriate, communications and information handling technologies in the government environment.

### RESEARCH SECTOR

The Research Sector plans, develops and manages communications research and development (R&D) in telecommunications, space, and information technologies, including work performed for industry and other government departments. It also formulates policy and conducts a comprehensive, multidisciplinary research and development program to foster the development and introduction of new communication systems, both terrestrial and in space, and encourages the development of the related industrial infrastructure. The sector is responsible for the four branches located at the Communications Research Centre, Shirley Bay:

- Space Technology and Applications Branch
- Information Technology and Systems Branch
- Radar and Communications Technology Branch
- Research Policy and Planning Branch and for the Canadian Workplace Automation Research Centre located at Laval, Québec.

### Radar and Communications Technology Branch

The branch is responsible for the departmental research and development program in co-operation with Canadian industry and universities in the areas of radio-propagation, radio communications, fibre optics technology, electro-optical technology, radio and remote sensing technology, and systems for military and civil applications.

The branch is responsible for the programs outlined below.

**The Optical Communications Program** conducts applied research in fibre optics, opto-electronics and photonics, transfers new technology to industry, fosters the growth of a Canadian fibre optics industry, develops national and international fibre optics standards, supports related research in universities, and supports Department of National Defence requirements for fibre optics technology.

**Military Communications Systems Development** performs research and development for defence purposes. Its work includes development of modulation and coding techniques, electronic counter-countermeasures, voice and data networks and simulation.

**The Radio Communications Directorate** is responsible for the departmental research and development program on radio communications technology in co-operation with Canadian industry and universities. It studies the performance of radio communications equipment in its operating environment (signal and noise environment, electromagnetic compatibility, and limitations that the propagation channel imposes on communications) for military and civil applications.

**The Radio Propagation Laboratory** is responsible for a research program on the transmission of radio waves in the very low frequency (VLF) through extra high frequency (EHF) bands, with a view to improving the design and management of analogue and digital communication systems. The work is carried out partly in-house, partly under contracts with universities and industry, and partly through co-operative projects with the common carriers.

**The Radar Research Laboratory** is responsible for research and development principally on behalf of the Department of National Defence. Activities include work on air-borne, maritime, ground-based and space-based radars with emphasis on signal and data processing. Technical support is provided to government procurement projects involving radar systems. Representation is provided on international collaborative organizations.



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### Information Technology and Systems Branch

The branch conducts a program of research and development in information technology and systems (informatics) in order to foster the orderly development and operation of communications for Canada. Areas of activity are: information technology, advanced information systems, networks and standards, behavioural research and artificial intelligence. The branch contributes to the development of communications policies, regulations and standards; provides expert advice and support to other federal departments and agencies; facilitates the development and introduction of new information technologies, systems and services; encourages Canadian industrial capability in the research, development and exploitation of information communications technology; and encourages Canadian scientific and technological achievement and recognition.

The branch is responsible for the programs outlined below.

**Information Technology Research and Development** examines fundamental communications problems, develops technologies, and exploits the emerging related technologies.

**Advanced Information Systems Research and Development** examines the use of different technologies and techniques in systems designed to address specific information communications applications.

**Networks and Standards Research and Development** is concerned with the development and negotiation of beneficial standards for new network services and systems that enable people or computers to exchange information.

**Behavioural Research** examines the intellectual, creative and productive capabilities of human beings in information communications and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology.

**Artificial Intelligence Research and Development** studies artificial or machine intelligence technologies in information communications.

### Space Technology and Applications Branch

This branch is responsible for research and development programs leading to advanced satellite technology, systems, applications and services. It operates specialized laboratories and satellite communications facilities to carry out experimental projects using both Canadian and other satellites. The Space Technology Research and Development program involves the development of new concepts, techniques and equipment for satellite payloads and vehicles, and for the earth terminals and facilities needed to make effective use of satellites. The Space Systems and Applications Research and Development program deals with the development of space systems, applications and services. The branch also contributes to planning and policy formulation and to program and project management within the Department and in other departments.

### Research Policy and Planning Branch

The branch plans, co-ordinates, formulates and reviews policy related to the Department's research program and is responsible for the international collaboration and liaison. It is responsible for the programs outlined below.

**The International Collaboration Assistance Fund for Research on New Information Technologies** is administered by the Department to enable Canadian organizations, both public and private, to participate in international co-operative research projects on new information technologies and to acquire the knowledge needed to strengthen this critical industrial sector. The Fund provides \$1 million annually for various international co-operation activities, including exchanges of information and scientists, and the launching of shared-cost research projects.

**The University Research Program** develops centres of expertise in Canadian universities in the fields of communications and culture.

**The Development of Space Subsystems and Components (DSSC) Program** funds research and development contracts with Canadian industry to develop satellite communications technology required in future satellite systems.

**The Interdepartmental Industrial Assistance Program** co-ordinates the Department's participation in a number of research and development programs funded and administered by other departments and agencies, namely, the National Research Council's Program for Industry/Laboratory Projects (PILP) and Industrial Research Assistance Program (IRAP); Supply and Services Canada's Unsolicited Proposal and Source Development Fund programs; the protection of intellectual property administered by Canadian Patents and Development Ltd.; the Catalytic Seed Fund and the Intelsat Research and Development Program.

**The Defence Program** involves co-ordination and liaison with the Department of National Defence for departmental defence projects and support services.

### The Canadian Work Place Automation Research Centre (CWARC)

The new Canadian Work Place Automation Research Centre in Laval carries out research and development in all aspects of office automation. The centre works closely with other branches of the Department, private industry, and the Canadian scientific community to build a strong base of competence and expertise in Canada. The centre is responsible for the programs outlined below.

**The Integrated Systems Research and Development** carries out research and development on integrated systems. Functions and services are merged so that an individual has immediate access to a complete range of information-handling services, including conventional person-to-person and store-and-forward forms of communication; information storage and retrieval; voice, video and computerized conferencing; information manipulation, processing and augmentation; information distribution, control and management; human-to-machine and machine-to-machine communications and information display.

**Advanced Work Place Technology Research and Development** conducts research and development in new areas such as the development of specialized and advanced software systems supporting the office complex and the development of new intelligent office work systems.

**Organizational/Societal Research** establishes expertise and facilities at the Centre for Research and Development in various facets of work place automation and its impact on procedures and the structure of organizations. Activities focus on improving the productivity of organizations through special communications software and hardware, including training and concentration on organizational and social issues; developing better and more competitive systems and services through research and testbeds for product and service evaluation; and leading long-term conceptual research in co-operation with academic and other research institutions.

**Scientific and Strategic Information Network** is a focal point for co-operation with related laboratories, both nationally and internationally, for information gathering and dissemination, and for co-operation with the private sector. It maintains a knowledge network, and co-ordinates national and international collaboration and a national and international exchange program. It maintains a database on office automation. It is designed to meet the needs of smaller firms in particular, and will analyze the large amounts of available information and transform "state-of-the-art" knowledge into a directly accessible format as an integral part of the technology transfer strategy of the centre.

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## SPECTRUM MANAGEMENT SECTOR

The sector is responsible for providing service to users of the radio frequency spectrum, for the orderly growth of telecommunications facilities, and for delivery of all departmental programs through regional and district offices across the country. The sector is also responsible for Emergency Telecommunications Planning.

The major components of the sector are the Telecommunication Regulatory Service and Regional Operations.

### Telecommunications Regulatory Service

The service is responsible for standards, practices and procedures required to manage the radio frequency spectrum; centralized regulatory functions and the standardization, certification and type-approval of customer-supplied terminal equipment; and emergency planning.

### Regional Organization

The organization consists of five regional offices and 48 district offices and sub-offices. They are responsible for managing and regulating the spectrum, managing government telecommunications services for regional client departments, and overseeing the Department's programs across the country.

### Spectrum Management Program

This program allocates radio spectrums to different categories of users; sets technical standards for radio equipment and systems; provides technical support to the CRTC; co-ordinates frequency planning and assignment with the United States and other countries; sets standards for spectrum pollution control; analyzes and evaluates technical submissions for the use of radio spectrum; issues, renews, and amends radio station licences; collects licence fees; issues radio operator certificates; monitors and inspects radio stations; investigates interference complaints; and initiates legal proceedings against suspected offenders.

### Terminal Attachment Program

This program ensures the orderly introduction of customer-owned telecommunications terminal equipment designed for connection to the telecommunications carriers' networks. More specifically, it develops technical standards for terminal attachments, certifies equipment and lends technical support to the CRTC to resolve associated technical disputes.

### Emergency Telecommunications Planning

Through this program, the branch plans and prepares to ensure that Canada's telecommunications resources are able to provide essential communications for government, industry, and the public during national emergencies including war. The three main activities are:

- the implementation of emergency programs to provide warning and information to the public, to ensure essential communications survive, and to provide priority restoration of vital communications during an emergency.
- the development and application of telecommunications regulations and information to the public, to ensure essential communications services are available during a crisis situation.
- provision of support to other federal departments, agencies and provincial emergency organizations in developing the communications portion of their emergency planning documents and co-ordinating the communications response to emergencies when they arise.

## Manuals

These manuals are available for examination at all regional and district offices and at the headquarters library.

- Policy Manual (PM) — PM-1 Radio Licensing — This manual consolidates departmental policy relating to the licensing of radio services in Canada in accordance with the provisions of the *Radio Act*.
- Radio Inspectors Manual (RIM) — RIM-1-General; RIM-1-1-Consolidation of legislation and regulations on telecommunications; RIM-2-Licensing procedures; RIM-3-Inspection-Aeronautical, Maritime Land Stations; Interference; RIM-4-Certificates-Examinations; RIM-7-Prosecutions.

## CULTURAL AFFAIRS SECTOR

In 1983-84, the Arts and Culture Sector was reorganized to clarify the Department's role in the cultural field and to integrate the sector more fully into the Department. The new sector emphasizes both cultural policy development and program delivery.

### Cultural Policies and Programs Branch

The branch analyzes policy issues and administers programs designed to stimulate the development of the cultural industries and to improve access to cultural products and activities. It conducts policy analysis on copyright, film and video, sound recording, books and periodicals, heritage, and the performing, visual and literary arts; analyzes social policy issues related to the application of new technologies; studies actual or expected impacts of new communication services and cultural initiatives; and provides advice to the Minister on the achievement of objectives by cultural agencies and boards reporting to the Minister.

### Sector Planning

The directorate defines strategic priorities and ensures their consistency with the priorities of the Department and the government, provides policy co-ordination for the sector and federal cultural agencies, and provides advice to the Minister on major sectoral and cultural agency proposals going to Cabinet as well as those of other departments that may affect the Cultural Affairs Sector.

### Film, Sound Recording and Publishing Policy

The directorate formulates and implements policies to ensure the development of Canadian owned and controlled cultural industries and federal cultural agencies by promoting increased access by Canadians to Canadian cultural products; and to develop new Canadian talent and increase our share of the market at home and abroad.

### Concessionary Postal Rates Subsidy for Publications

The Minister of Communications purchases postal rate discounts from the Canada Post Corporation for selected categories of mail, namely second-class newspapers and periodicals, library books, and books mailed by publishers. The Minister is responsible for setting the levels of discount and the eligibility criteria, while the Canada Post Corporation administers the program itself.

All requests for information on how to apply, postal rates and regulations, and program guidelines should be forwarded to Canada Post. The Department has information on the history of the program, its costs and policy-related issues (see DOC/ACF-220).

### Arts and Heritage Policy

This directorate develops policies for the achievement of national objectives in performing, visual and literary arts, and in the areas of



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museums, libraries and archives. It promotes co-operation among federal government departments and agencies and other governments in the achievement of these objectives.

### Social Policy

This directorate develops the department's social policy, enabling the government to influence the actual and predicted impact of new communications services and cultural incentives on Canadian society.

### Copyright

This directorate formulates, develops and recommends policy and associated legislation in the field of copyright, including protection for artists, creators and the industries engaged in the production and distribution of cultural products.

### Cultural Support Programs

#### Canadian Book Publishing Development Program (CBPDP)

This program promotes the development of the Canadian owned and controlled sectors of the book publishing industry in Canada. The program offers financial assistance to book publishers for various purposes.

A brochure explaining the program and the criteria used to evaluate applications is available free of charge from Information Services.

#### The Canadian Film and Videotape Certification Program

This program promotes the development of film and videotape production in Canada by certifying film and videotape productions as being "Canadian". Canadians investing in these productions can deduct 100 percent of their investment from their taxable income. Information brochures on how to apply for certification and on statistics and general information are available.

### Cultural Initiatives Program

The program provides financial assistance to non-profit Canadian cultural organizations to support specific projects in the following categories: management development, the innovative use of new technology, new buildings or renovations or repairs to existing buildings, and special events of national significance.

A brochure explaining the program and the criteria used to evaluate applications is available free of charge from Information Services.

### Program of Insurance for Major Travelling Exhibitions

The program provides insurance for national and international travelling exhibitions in Canada that have a value of \$1 million or more. Insurance coverage is provided under a master insurance policy to qualified museums, galleries, archives and libraries, upon application.

### Cultural Property Export and Import Act

The purpose of the *Cultural Property Export and Import Act* is to preserve, in Canada, the best examples of our heritage in movable cultural property. This is accomplished by:

- certification for tax purposes by the Canadian Cultural Property Export Review Board of objects donated or sold to designated institutions;
- implementation of an export control system; and

- provision of grants to designated institutions to repatriate cultural objects or purchase them when export permits have been refused.

The Act also enables Canada to be a signatory to the 1970 UNESCO Convention on the illicit import, export and transfer of ownership of cultural property.

An annual report outlining the activities of the Movable Cultural Property Review Board and the Movable Cultural Property Secretariat is available from Information Services. Also available is a booklet entitled "A Detailed Introduction to the Cultural Property Export and Import Act". Information circulars are available to prospective applicants.

The Canadian Cultural Property Export Review Board, listed separately, has a greater interest in those records relating to applications for the certification of cultural property, and in those records relating to applications for cultural property export permits. Enquiries about these records should be directed to the Access to Information Co-ordinator, Canadian Cultural Property Export Review Board.

## PERSONNEL AND ADMINISTRATION SECTOR

This sector is responsible for providing essential support services to the programs of the Department. These services include the following: information systems and computer services, administrative and technical services, official languages, personnel services and, security and communications support services. Information about these activities is listed in the standard banks, with the exception of the Security and Communications Support Services Branch, which performs a number of specialized functions.

### Security and Communications Support Services Branch

In addition to the services it provides to the Department in the areas of security education, enforcement and clearances, health, safety and fire prevention, the branch provides support to the entire government in the area of communications security.

### Communications Electronic Security

The branch is responsible for providing guidance and support on communications electronic security to all federal departments and agencies that do not possess their own expertise in this area and to Canadian industry through membership on the RCMP Security Evaluation Inspection Team. It participates in policy formulation, evaluation of training needs, planning of cost-effective systems, and engineering, including the selection, implementation and maintenance of cryptographics systems.

## Classes of Records

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DOC/PLI-005 *Formerly Identified as:* DOC-PL-10

#### International Telecommunication Union (ITU) Activities

*Description:* Information pertaining to Canada's involvement in the International Telecommunication Union Activities in consultation, management, regulation, development, standards setting and technical assistance. *Topics:* Administrative Council annual meetings; World Administrative Radio Conferences (WARC): mobile services, space (use of the geostationary-satellite orbit), medium-frequency broadcasting (western hemisphere), high-frequency broadcasting; International Frequency Registration Board (IFRB); International Radio Consultative Committee (CCIR): national and international study group meetings, plenary assembly meeting (every four years); International Telegraph and Telephone Consultative Committee (CCITT): national and international study group meetings, plenary assembly meeting (every four years); plenipotentiary conference.



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DOC/PLI-010 *Formerly Identified as:* DOC-PL-20

### **Multilateral Relations**

*Description:* Information pertaining to Canada's involvement in international organizations with responsibilities for international telecommunications services, for the elaboration of international guidelines for such services, or for the discussion of communications issues. *Topics:* International Telecommunications Satellite Organization (INTELSAT); International Maritime Satellite Organization (INMARSAT); International Committee on Space Research (COSPAR); Search and Rescue Satellite (SARSAT); Inter-governmental Maritime Consultative Organization (IMO); International Civil Aviation Organization (ICAO); Commonwealth Telecommunications Organization (CTO); Conference of Inter-American Telecommunications Commission (CITEL); United Nations Committee on Peaceful Uses of Outer Space (UNCOPUOS); United Nations Educational, Scientific and Cultural Organization (UNESCO); Organization for Economic Co-operation and Development (OECD); North Atlantic Treaty Organization (NATO).

DOC/PLI-015 *Formerly Identified as:* DOC-PL-30

### **Bilateral Relations**

*Description:* Information on Canada's bilateral relations with other nations in the field of communications to ensure the successful pursuit of Canada's multilateral and bilateral interests, and the promotion of Canadian trade and industry. *Topics:* Spectrum co-ordination matters; cable and satellite retransmission rights; communications development in developing countries; satellite services-mobile, direct broadcasting satellites (DBS); implementation of ITU conference decisions; domestic and international communications policies.

DOC/PLI-020 *Formerly Identified as:* DOC-PL-40

### **International Cultural Liaison**

*Description:* Information dealing with Canada's bilateral and multilateral involvement in the field of culture such as the provision of expertise and support on the international aspects that influence the establishment and implementation of cultural and artistic policies, activities and programs; formulation of recommendations for participation in international cultural meetings and conferences; preparation of briefs on international cultural matters and follow-up action and implementation of international cultural programs. *Topics:* International aspects of cultural policy, programs and activities; international protection of Canada's cultural interests; United Nations Economic, Scientific and Cultural Organization (UNESCO); Agence de Coopération culturelle et technique (ACCT); Council of Europe (cultural matters); Commonwealth (cultural matters); cultural visits and missions; bilateral cultural joint commissions; international marketing support of Canadian cultural products; negotiations of bilateral film and television products; co-production agreements.

DOC/PLB-025 *Formerly Identified as:* DOC-PL-50

### **Broadcasting Policy**

*Description:* Information on the formulation of policies and programs and on implementation strategies to develop broadcasting in a way that contributes to Canadian social, cultural and economic objectives. Information on the development and implementation of comprehensive analyses in the field of broadcasting, including the operational monitoring of the Canadian Broadcasting Corporation and broadcast-related activities of Telefilm Canada. *Topics:* Broadcasting, radio; broadcasting, television: projects, reports, policies and programs; television and CATV projects, reports, policies and programs; broadcasting, cable television projects, reports, policies and programs; Canadian Broadcasting Corporation; International Broadcasting Policy; news and specialized broadcasting services; pay television; program production; radio policy; Canadian Broadcast Program Development Fund; Telefilm Canada (broadcast-related activities). *Databases:* Radio, television and cable micro database containing information on broadcasting and cable industries that can

be retrieved quickly for statistical analysis; telecommunications macro database containing information on broadcasting, cable television, telephony and telecommunications industries that can be retrieved quickly for statistical analysis.

DOC/PLB-030 *Formerly Identified as:* DOC-PL-60

### **New Content Services Policy**

*Description:* Information on policies, programs and proposals for non-programming services, including videotex and teletext services, broadcasting, and related communication technologies. Information is also available on office communications systems as the Department is taking part in a field trial on office automation. *Topics:* Microelectronics and social policy; transborder data flow; media and social policy; special interest groups; human and social impact committee; office communications systems program; videotex/teletext; new technology: software and services; applied technologies: arts and culture; new technologies and the disabled; microcomputer services and networks; computer courseware; educational services; Telidon program; University Research Program.

DOC/PLB-035 *Formerly Identified as:* DOC-PL-70

### **Regulatory Policy**

*Description:* Information on the development of policies and legislative measures related to the regulation of telecommunications; specifically radio, television and cable television. *Topics:* Legislation; regulations; directives to the CRTC; appeals to the Governor-in-Council (section 23 of the *Broadcasting Act*); status of cable television; copyright law and cable rediffusion of broadcasts.

DOC/PLB-040 *Formerly Identified as:* DOC-PL-80

### **Extension of Services and Special Audiences Policy**

*Description:* Information on policies, programs and proposals related to the extension and improvement of broadcasting, cable, telecommunications, and new programming and non-programming services for Canadians who are inadequately served by the broadcasting system because of their geographic location or their special cultural, social or physical requirements. *Topics:* Extension of services; northern communications; native communications; Northern Native Broadcast Access Program; communications and the handicapped; broadcasting and social applications of satellites; multilingual broadcasting.

DOC/PLT-045 *Formerly Identified as:* DOC-PL-90

### **Industry Structure and Services**

*Description:* Policies relating to corporate relations and services in the telecommunications carriage industry. *Topics:* Legislation; competition; terms and conditions of service; terminal attachment.

DOC/PLT-050 *Formerly Identified as:* DOC-PL-100

### **Spectrum and Orbit Policy**

*Description:* National telecommunications policies on spectrum, orbital assignment and radio systems. *Topics:* Frequency allocation policy; spectrum utilization policy; radio system policy; orbit policy.

DOC/PLT-055 *Formerly Identified as:* DOC-PL-110

### **Network Development and Standards**

*Description:* National policies related to the orderly development and implementation of telecommunications networks. *Topics:* Network development; standards policy; northern communications.

DOC/PLT-060 *Formerly Identified as:* DOC-PL-120

### **Financial and Regulatory Policy**

*Description:* Policies relating to the regulation of the telecommunications industry. *Topics:* Telecommunications regulation; financial statistics.

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DOC/PLR-065 *Formerly Identified as:* DOC-PL-130

### **Federal-Provincial and Regional Relations (Revised)**

*Description:* Information on relations between the Department and the provincial or territorial departments responsible for communications and cultural affairs. *Topics:* Communications: bilateral relations with provinces and territories; broadcasting; carriage; committees; conferences; co-operation and liaison; division of powers, constitutional matters; legislation and regulations; multilateral and bilateral meetings; research; space; spectrum management; cultural affairs: provinces and territories; cultural industries; federal cultural agencies; heritage; the Department's Regional Dimension Action Plan and economic regional development agreements with provinces.

DOC/PLS-070 *Formerly Identified as:* DOC-PL-140

### **Information Services**

*Description:* Information on the planning, management and activities of Information Services. *Topics:* Public affairs; publications and creative services; audio-visual and exhibitions services. *Storage Media:* Files, slides, photos, films, video cassettes.

DOC/PLP-075 *Formerly Identified as:* DOC-PL-150

### **Legislation, Cabinet Liaison and Planning**

*Description:* Information on legislative and Cabinet liaison processes and on strategic financial and policy planning. *Topics:* Telecommunications and broadcasting legislation; Crown corporations; regulatory reform; strategic planning.

DOC/TIP-080 *Formerly Identified as:* DOC-TI-200

### **Technology and Policy Assessment Activities**

*Description:* Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies. *Topics:* Technology and industry: regulations and policy; telecommunications applications assessment; Telidon, artificial intelligence, direct broadcasting satellites, sharp project, mobile satellite, office communications systems, information technology; standards; technology forecasting; studies.

DOC/TIA-085 *Formerly Identified as:* DOC-TI-230

### **Space Applications (Revised)**

*Description:* This branch consists of four programs: Satellite Prime Contractor Development Program, to support Spar Aerospace Limited in a three year research and development program for advanced satellite payload sub-systems development; the Brazil Support Program to manage, on behalf of CIDA, the Spar-Embratel satellite training contract with Spar Aerospace, and the Canada-Brazil Technical Co-operation Program; the ESA Communications Program, to perform management functions relating to Canadian participation in the Olympus program of ESA; the EHF Program, to plan and implement a program of EHF technology trials on the Olympus satellite. *Topics:* Satellite Prime Contractor, BRASISAT support, ESA Programs management, Olympus (L-SAT) Program participation, and EHF Program planning and implementation.

DOC/TIA-090 *Formerly Identified as:* DOC-TI-240

### **Mobile Satellite Program (Revised)**

*Description:* The Mobile Satellite (MSAT) Program, begun in the latter part of 1980, exists to foster development of new mobile telecommunications services in Canada. The program has changed from a government demonstration system to a commercially led Canada-US joint venture supported by both the Department and NASA. Under the revised program Telesat Canada is to seek agreements with a US commercial operator to be licensed by the FCC. Telesat is to design the system and procure the spacecraft. The Department's responsibilities during the Implementation Phase include supporting technology development for the spacecraft and ground terminals, supporting Telesat in negotiation of business arrangements in Canada and the US, ensuring adequate spectrum allocation and sharing arrangements with the US, issuing supportive

telecommunications policies, and supporting Telesat by the sharing of technological and market risk in the first generation system. *Topics:* Program and project control; system and service description; committees and working groups; international liaison; domestic and international agreements; program development; contracts and studies plan; spectrum sharing and allocation; policy and regulatory issues.

DOC/TIA-095 *Formerly Identified as:* DOC-TI-250

### **Telidon Exploitation Program**

*Description:* This program, which ran from 1983 to 1985 and is now terminated, promoted the use of Telidon technology in Canadian industries and institutions by supporting the development of new and better content and applications. *Topics:* Content development; industrial applications; government and educational applications; data base management; software development; Telidon Information Management System; Public Access Exhibition System; Telidon impact assessment.

DOC/TIA-100 *Formerly Identified as:* DOC-TI-260

### **Office Communications Systems**

*Description:* The Office Communications Systems (OCS) Program, begun in 1981, is developing a Canadian industrial capability for supplying integrated electronic office systems by supporting field trials in federal government departments. *Topics:* Program planning; field trials; impact assessment; task forces, study and working groups; studies and research program.

DOC/TIA-105 *Formerly Identified as:* NO REFERENCE

### **Informatics Applications (New)**

*Description:* This program is in the planning stages. It will promote the use and development of Canadian informatics products and services to benefit the Canadian economic and social climate by providing awareness services and in some cases the possibility of support programs. *Topics:* Artificial intelligence, machine translation, office automation, networks development, electronic publishing, software development, database management, information management, impact assessment.

DOC/TII-110 *Formerly Identified as:* DOC-TI-210

### **Industry Development Program**

*Description:* Involves the complementary activities of economic development, industry development and marketing support to promote effective government leadership in support of the space, informatics, and telecommunications industries. *Topics:* Program planning; reports and studies; industrial objectives and opportunities; industrial capabilities and requirements monitoring; government support; international bid support; marketing support; earth stations development; industrial aspects of cellular radio.

DOC/TII-115 *Formerly Identified as:* DOC-TI-220

### **David Florida Laboratory**

*Description:* The David Florida Laboratory supports the Canadian aerospace and communications industries by operating environmental test facilities simulating conditions in space, by providing expert consultation on test programs and by developing integration and test techniques required by modern spacecraft. *Topics:* Facilities: certification; electronic support; electrical support; data processing system; radio frequency test; horizontal axis measurements system; spacecraft assembly; system test equipment; spin machines; thermal vacuum systems; vibration unit; integration and tests; satellite testing; Saudi Arabian satellite; ANIK-C; ANIK-D; Australian Domestic Satellite; Brazilian Domestic Satellite; Large Satellite; military satellite; mobile satellite; search and rescue satellite.



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DOC/TIT-120 *Formerly Identified as:* DIC-TI-270

### **Government Telecommunications Program**

*Description:* The Government Telecommunications Program provides a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data, government of Canada telephone directories, and consulting and advisory services. In addition, the agency discharges functions for the overall planning and co-ordination of telecommunications services on behalf of the federal government. *Topics:* Systems: data, dedicated, voice, shared, inter-city network consolidation, teleconferencing; co-ordination: guidelines and standards, inter-departmental co-ordination, telecommunications projects, research, policy and planning.

DOC/REC-125 *Formerly Identified as:* DOC-RE-370

### **Radar Research (Revised)**

*Description:* Radar research and development on behalf of the Department and the Department of National Defence. Activities include research aimed at improving radar performance, the development of radar systems through industrial contracts, studies and field measurements to assess radar performance and to assist in the definition of new requirements, consultation on major radar procurement projects, and international collaboration on radar research and development. *Topics:* Airborne, maritime, ground-based and space-based radars; signal and data processing; phased array radars; synthetic aperture radars; clutter measurements; TTCP; NATO; RADARSAT.

DOC/REC-130 *Formerly Identified as:* DOC-RE-380

### **Radio Propagation**

*Description:* Information on the transmission of radio waves in the very low frequency (VLF) through the extra high frequency (EHF) bands and the design and management of analog and digital communication systems. *Topics:* VHF/UHF propagation studies, experiments and modelling; International Satellite for Ionospheric Studies; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies and experiments.

DOC/REC-135 *Formerly Identified as:* DOC-RE-390

### **Radio Communications**

*Description:* Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. *Topics:* Radio communications technology: radio frequency environment, radio systems techniques; radio communications surveillance: high frequency radio findings, military communications.

DOC/REC-140 *Formerly Identified as:* DOC-RE-400

### **Optical Communications**

*Description:* Information on applied research in fibre optics, optoelectronics and photonics; transfer of new technology to industry; fostering of a Canadian fibre optics industry; national and international fibre optics standards; fibre optics-related research in universities; military requirements for fibre optics technology. *Topics:* Research; field trials; military programs; reports on high data rate fibre optics communications; industry contracts; fibre optics standards.

DOC/REC-145 *Formerly Identified as:* DOC-RE-410

### **Military Communications Research and Development (Revised)**

*Description:* Information on military communications systems development and research and development for defence purposes. *Topics:* Modulation and coding; electronic counter-countermeasures; voice and data networks and simulation.

DOC/REI-150 *Formerly Identified as:* DOC-RE-350

### **Information Technology and Systems**

*Description:* Information on research and development in information communications technologies and systems in Canada. *Topics:* Information technology; advanced information systems; networks and standards; behavioural research; artificial intelligence.

DOC/REI-155 *Formerly Identified as:* DOC-RE-360

### **Behavioural Research**

*Description:* This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years that the project is active; otherwise, active for the current fiscal year; and thereafter, inactive but retrievable for the next two years, after which it is stored in archives.

DOC/RES-160 *Formerly Identified as:* DOC-RE-300

### **Space Applications Research and Development**

*Description:* Information on Canadian experimental satellites and satellite communications experiments. *Topics:* Space applications research; direct broadcast satellite studies; 30/20 GHz satellite trials; spectrum and orbit utilization studies; ANIK-B satellite: spacecraft, communication systems, pilot programs, proposals; spacecraft ground control: satellite communications, ISIS satellite; HERMES; Communications Technology Satellite (CTS): reports, experiments, operations, earth terminals; Radarsat.

DOC/RES-165 *Formerly Identified as:* DOC-RE-310

### **Space Electronics Research and Development**

*Description:* Information on electronic subsystems, components and devices for space communications systems in the areas of millimeter wave, microwave, digital technology and reliability. *Topics:* Spacecraft transponders; earth terminals; antennas; device and component development; device and material reliability; spacecraft power systems and batteries.

DOC/RES-170 *Formerly Identified as:* DOC-RE-320

### **Space Systems Research and Development**

*Description:* Information on the research and development of communications and other space systems and subsystems. *Topics:* Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals.

DOC/RES-175 *Formerly Identified as:* DOC-RE-330

### **Space Mechanics Research and Development**

*Description:* Information on the research, design and development of spacecraft and their performance. *Topics:* Satellite orbits; satellite dynamics and control systems; satellite structures and mechanisms; satellite materials; system simulations, displays and graphics; solar arrays; in-orbit spacecraft experiments; research testing of control systems, flexible structures, thermal controls and materials for structures and mechanisms.



## DEPARTMENT OF COMMUNICATIONS

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DOC/RES-180 *Formerly Identified as:* DOC-RE-340

### **Space Technology Research and Development**

*Description:* Information on the overall program elements of space technology and research and development applications. *Topics:* Space research and development policy considerations; domestic and world space program activities; space technology transfer; branch program management and operations.

DOC/RER-185 *Formerly Identified as:* DOC-RE-420

### **Research Policy and Planning**

*Description:* Information on the planning of the communications research programs and the development of policies to govern Canadian research in communications. *Topics:* Present status of communications; planning; technology; communications; space; industrial development; military; university research; development of space subsystems and components (Department of Supply and Services Canada); international collaboration.

DOC/REA-190 *Formerly Identified as:* DOC-RE-430

### **Canadian Work Place Automation Research Centre (Revised)**

*Description:* This class of documents contains information about the programs to be carried out at the Centre. *Topics:* Integrated systems; advanced workplace technology; organizational and societal research; scientific and strategic information network.

DOC/SMS-195 *Formerly Identified as:* DOC-SM-500

### **Spectrum Management Operations**

*Description:* This class of documents contains information on the application of the *Radio Act* and the development and administration of regulations. *Topics:* Call signs; procedures; standards and practices; regulations; spectrum management; computer system operation: data management, Assignment Licensing System (PIB 2004), General Radio Service Licensing System; interference: complaints and suppression; prosecutions for unauthorized installations; Radio Operator Certification Records; frequencies: coordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance).

DOC/SMB-200 *Formerly Identified as:* DOC-SM-520

### **Broadcast Regulations**

*Description:* This class of records contains information on the technical certification for the granting of broadcast licences by the Canadian Radio-television and Telecommunications Commission, technical standards for broadcasting equipment, development and implementation of radio frequency plans, and frequency assignment criteria and certification procedures. *Topics:* Call signs; technical methods; standards and procedures; broadcast and television engineering program; technical construction and operating certificates; frequencies: AM broadcasting, FM broadcasting, television.

DOC/SME-205 *Formerly Identified as:* DOC-PA-810

### **Emergency Telecommunications**

*Description:* Information on emergency telecommunication planning in support of the Department's mandate summarized in Emergency Planning Order PC 1981-1305 dated 21 May 1981. *Topics:* Emergency measures and crisis management; inter-departmental committee on emergency planning; civil emergency preparedness: Canada, emergency programs, contingency plans, national warning system, emergency broadcast system, emergency planning and support by regions, NATO, US/Canada, military and civil exercises.

DOC/SMG-210 *Formerly Identified as:* DOC-SM-510

### **Engineering**

*Description:* This class of document contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. *Topics:* Equipment

type approval; technical methods, practices and procedures, and standards; development and engineering; spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development.

DOC/ACL-215 *Formerly Identified as:* DOC-AC-600

### **Planning: Cultural Affairs**

*Description:* Information on resource and policy planning. *Topics:* Strategic plan; financial statistics; cultural agencies; national service; organizations policy; cultural corporations policy; corporate policy.

DOC/ACF-220 *Formerly Identified as:* DOC-AC-610

### **Film, Sound Recording, and Publishing Policy**

*Description:* Information on cultural industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports; federal cultural agencies: Telefilm Canada, National Film Board; foreign investments/FIRA; tax issues; financial assistance; training and development; postal subsidies.

DOC/ACA-225 *Formerly Identified as:* DOC-AC-620

### **Museums, Libraries and Archives Policy**

*Description:* Correspondence, memoranda and reports relating to museums, libraries and archives policy issues. *Topics:* Heritage; historical resources; libraries; museums; archives.

DOC/ACA-230 *Formerly Identified as:* DOC-AC-630

### **Canadian Cultural Agencies (Revised)**

*Description:* Correspondence, memoranda and reports relating to the following Canadian cultural agencies: National Library of Canada, National Museums of Canada, Canada Museums Construction Corporation, Public Archives Canada, Canada Council, and National Arts Centre. *Topics:* National Library: mandate, policies, programs, facilities; National Museums (including the National Gallery, the National Museum of Man, the National Museum of Natural Sciences, and the National Museum of Science and Technology): mandate, policies, programs, facilities; Canada Council: organization and legislation, programs and development, requests for information and assistance; National Arts Centre: facilities, organization and legislation, financial policy, resident companies.

DOC/ACA-235 *Formerly Identified as:* DOC-AC-640

### **Performing, Visual and Literary Arts Policy**

*Description:* Correspondence, memoranda and reports relating to performing, visual and literary arts policy issues. *Topics:* Arts; performing arts; Capital Grants Program; music; theatre; dance; taxation: Canadian artists, tax issues and treatment of the artists; federal sales tax; tax expenditures; tax incentives and fiscal measures; Trade-in-Services (task force); visual arts; crafts; exhibitions and fairs; literary arts.

DOC/ACP-240 *Formerly Identified as:* DOC-AC-650

### **Social Policy**

*Description:* This directorate formulates departmental social policy to enable the federal government to influence actual or expected impacts of new communications services and cultural incentives on Canadian society. *Topics:* Social policy development; sociocultural impact studies; technology assessment.

DOC/ACC-245 *Formerly Identified as:* DOC-AC-660

### **Copyright Policy Development**

*Description:* Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. *Topics:* Criteria for copyright protection; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and

## DEPARTMENT OF COMMUNICATIONS

remedies; briefs and submissions relating to the above; copyright-based industries; interfacing of communications; copyright policies.

DOC/ACS-250 *Formerly Identified as:* DOC-AC-670

### **Assistance to Book Publishers**

*Description:* Separate files are maintained for each application under the program's eight components. Files contain information on the corporate and financial status of the book publisher or industry group involved. Project specifications and all correspondence is included on file. The program also maintains an automated data bank with financial information on each applicant. *Topics:* Assistance programs; sales and marketing assistance; production of Canadian textbook and related materials; company analysis and implementation; project research and implementation; foreign rights marketing; professional development; research and documentation; export development; studies related to program performance.

DOC/ACS-255 *Formerly Identified as:* DOC-AC-680

### **Canadian Film and Videotape — Certification**

*Description:* An automated information bank containing information on applications from producers for certification of their film and videotape productions. An additional manual and automated filing system exists containing individual application forms and supporting documentation. *Topics:* Numbers of certified shorts and features by year, total budgets; percentages of key creative Canadians used by year; percentages of remuneration paid to Canadians special requests for statistics wherever possible. Individuals performing key creative functions, percentages of Canadian costs, location and time of shooting, as well as such confidential information as budgets, prospectuses and audited statements; this class of documents contains personal information of creative personnel, such as name, address and citizenship, which is listed in further detail in the Privacy Index.

DOC/ACS-260 *Formerly Identified as:* DOC-AC-690

### **Canadian Content and the Incentive Policy Information**

*Description:* Information on policies of various government bodies and trade associations relating to the Capital Cost Allowance Program. *Topics:* Information on policy matters relating to Canadian content and tax incentives of bodies such as the Canadian Association of Motion Picture Producers; Canadian Film and Television Association; Canadian Radio-television and Telecommunications Commission; Telefilm Canada; Institut Québécois du cinéma; Alberta Film Development Corporation; Revenue Canada; Department of Finance;

documents dealing with various policy issues related to the Capital Cost Allowance Program.

DOC/ACS-265 *Formerly Identified as:* DOC-AC-700

### **Cultural Initiatives Program: Applications for Financial Support**

*Description:* Information concerning projects for which financial support has been requested from the program. *Topics:* Management and viability of cultural organizations; special activities and events; capital projects.

DOC/ACS-270 *Formerly Identified as:* DOC-AC-710

### **Travelling Exhibitions: Applications for Insurance**

*Description:* The program maintains separate files on each application for insurance coverage from a Canadian museum, gallery, archive or library. The files contain information regarding the facilities of the applying institution, details of the materials making up the travelling exhibition in question and their value, and correspondence relating to the application. *Topics:* Insurance for travelling exhibitions; museums; galleries; archives; libraries.

DOC/ACS-275 *Formerly Identified as:* DOC-AC-730

### **Movable Cultural Property: Policy and Activities**

*Description:* This class of documents contains information about the departmental activities related to the *Cultural Property Export and Import Act*. It includes files on the administration of the *Cultural Property Export and Import Act*, the applications for designation of institutions and public authorities as eligible recipients of cultural property grants, loans and tax certificates; applications for grants and loans, and files on applications for export permits. *Topics:* Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, certification for tax purposes, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries.

DOC/SCS-280 *Formerly Identified as:* DOC-PA-800

### **Communications Electronic Security**

*Description:* Information on the communications electronic security (COMSEC) program in relation to the Department's mandate to provide advice and guidance to most federal departments and agencies, the development of COMSEC doctrine and policy formulation and the provision of engineering support and co-ordination of equipment acquisition. *Topics:* COMSEC policy, COMSEC equipment and COMSEC support.

# **OFFICE OF THE COMPTROLLER GENERAL**

## **Chapter 33**



# OFFICE OF THE COMPTROLLER GENERAL

## OFFICE OF THE COMPTROLLER GENERAL

(OCG)

### PLANNING AND CO-ORDINATION UNIT

(PCU)

005 Committees  
010 Auditor General  
015 Improvement of Management  
Practices and Controls  
020 Parliamentary Matters

### MANAGEMENT PRACTICES BRANCH

(MPB)

025 General Information  
030 Conference, Meetings,  
Presentations, Speeches  
035 Improvement of Management  
Practices and Controls

### POLICY DEVELOPMENT BRANCH

(PDB)

040 General Information  
045 Accounting and Control  
of Expenditures  
050 Accounting and Control  
of Revenue and Accounts  
Receivable  
055 Acts  
060 Auditor General  
065 Budgetary Control  
070 Budget Preparation  
075 Classification of Accounts  
and Transactions  
080 Cost-effective  
Management Controls  
085 Crown Corporations  
090 Departmental Enquiries  
095 Financial Administration  
Evaluation  
100 Government Reporting  
105 Internal Audit  
110 Liaison  
115 Management of the Financial  
Function  
120 Operational Management and  
Systems  
125 Professional Development  
130 Regulations

### PROGRAM EVALUATION BRANCH

(PEB)

135 General Information  
140 Conferences and Meetings  
145 Committees  
150 Departmental Program  
Evaluation Operations  
155 Liaison  
160 Task Force on Program  
Evaluability  
165 Techniques and State of  
the Art  
170 Training and Development

ACCESS TO INFORMATION  
CO-ORDINATOR  
OFFICE OF THE COMPTROLLER  
GENERAL  
PLACE BELL CANADA  
20TH FLOOR N.E.  
160 ELGIN STREET  
OTTAWA, ONTARIO  
K1A 1E4

# OFFICE OF THE COMPTROLLER GENERAL

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## Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act*, on June 30, 1978. The Comptroller General reports to the President of the Treasury Board.

## Overall Responsibilities

The role of the Office of the Comptroller General (OCG) is to see to the establishment and maintenance of sound management practices in the federal government.

OCG officials work with program managers and departmental specialists to establish policy and to give advice on management practices, particularly in areas such as financial and management accounting and reporting, internal audit, and program evaluation.

The Office of the Comptroller General has three branches plus a Planning and Co-ordination Unit.

## Access Procedures

Access to Information and Privacy Co-ordinator  
Office of the Comptroller General of Canada  
Place Bell Canada  
20th Floor N.E.  
160 Elgin Street  
Ottawa, Ontario  
K1A 1E4  
Telephone: (613) 993-6480

## Management Practices Branch

The branch works with deputy ministers and departmental senior managers to ensure that departments develop, use and implement sound management practices tailored to their needs and an integrated approach to financial and non-financial planning and reporting, to improve management practices and controls.

Co-operation between the branch and the departments takes the form of an OCG survey to identify areas where improvements are needed, an action plan by each department to carry out the improvements, and the implementation of the plan, which is carried out by the department and monitored by the OCG.

The Management Practices Branch also manages and/or participates in the conduct of special management projects that are both departmental and interdepartmental in nature.

### Manuals

- Branch Policies and Procedures Manuals

## Policy Development Branch

The branch develops and maintains financial and management accounting policies for the Government of Canada and offers technical and implementation advice to departments and agencies on these policies. It also provides specifications for the development of financial systems in government, and participates in the recruitment and development of financial officers in departments.

The branch is also responsible for reporting policies in the federal government, including the form and content of the estimates and the public accounts. The Policy Development Branch also develops, maintains, monitors and helps departments to implement policies, guidelines and standards for internal audit in the Government of Canada. Finally, the branch is responsible for the co-ordination and preparation of the government's response to the Auditor General's annual report.

### Manuals

- Glossary of Financial Terms
- Internal Audit Handbook
- Performance Measurement Manual
- Specifications for Departmental Systems Manual
- Catalogue of Financial Systems
- Treasury Board Guide on Financial Administration
- Accounting and Reporting Handbook
- Guide to the Estimates of the Government of Canada

## Program Evaluation Branch

The branch is responsible for seeing that departments implement Treasury Board policy on program evaluation. This branch works with departments and agencies to ensure that periodic, critical and objective examination of programs becomes an established practice in the management of the public service. The principal activities of the Program Evaluation Branch include the definition of government-wide policies and standards for program evaluation; advice and assistance to departments in the development and ongoing operation of this function; participation in the training and development of managers and practitioners of program evaluation; monitoring the quality of evaluation products; and, in conjunction with other central agencies, establishing government-wide and departmental procedures for the use of evaluation information.

### Manuals

- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

## Classes of Records

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OCG/PCU-005 *Formerly Identified as:* OCG-10  
**Committees**

*Description:* Information on committees that the Comptroller General chairs and those of which he or she is a member, such as the Treasury Board Secretariat Advisory Committee (TBSAC); Committee of Senior Officials (COSO) and Cabinet Committee on Government Operations; also historical records such as the Federal Business Development bank loan applications.

OCG/PCU-010 *Formerly Identified as:* OCG-30  
**Auditor General**

*Description:* Information on the Office of the Auditor General and general correspondence between the Office of the Auditor General and the Office of the Comptroller General. *Topics:* Study of procedures in cost-effectiveness (SPICE).

OCG/PCU-015 *Formerly Identified as:* OCG-40  
**Improvement of Management Practices and Controls**

*Description:* General information on the establishment of improvement of management practices and controls (IMPAC) project.

OCG/PCU-020 *Formerly Identified as:* OCG-50  
**Parliamentary Matters**

*Description:* General information on parliamentary matters. *Topics:* Minister's House Book.

OCG/MPB-025 *Formerly Identified as:* OCG-60  
**General Information**

*Description:* General information on the Cabinet Committee; central agency requirements; departmental contacts; expenditure management framework; liaison, management consultants; project on operational control in scientific research; training and development.

# OFFICE OF THE COMPTROLLER GENERAL

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OCG/MPB-030 *Formerly Identified as:* OCG-70

## **Conferences, Meetings, Presentations, Speeches**

*Description:* Information on conferences, meetings, presentations, and speeches on a wide variety of subjects pertaining to the improvement of management practices and controls.

OCG/MPB-035 *Formerly Identified as:* OCG-80

## **Improvement of Management Practices and Controls**

*Description:* Information on improvement of management practices and controls, Surveys I, II, III; the development and implementation of action plans (including monitoring); implementation assistance program (IAP), departmental strategies, and anniversary meetings. *Special Access Note:* Action plans are produced by departments and are their property.

OCG/PDB-040 *Formerly Identified as:* OCG-90

## **General Information**

*Description:* Policies for financial administration in departments and agencies of the Government of Canada; accrual accounting; Canada Year Book; common services; interdepartmental charging; lease or buy; legal opinions; legislation; mail management; accounting studies implementation plan; Public Works Canada revenue dependency; review of Supply and Services Canada implementation resources; Royal Commission on Financial Management and Accountability (Lambert Commission); Department of Finance monthly reports on the standard rate of exchange; transfer of costs between departments.

OCG/PDB-045 *Formerly Identified as:* OCG-100

## **Accounting and Control of Expenditures**

*Description:* Information on the delegation and communication of financial signing authorities by ministers and deputy heads in a manner that provides controls on the disbursement of public money through adequate enforcement of an appropriate division of responsibilities. *Topics:* Account verification and payment requisitioning; accounting for inventories; control of Receiver General cheques; accounting and control procedures; cheque issue security and bank losses; corporate credit card; departmental bank accounts; grants and contributions; payable at year end (PAYE); standard payment period and interest payment policies; pay procedures; petty cash.

OCG/PDB-050 *Formerly Identified as:* OCG-110

## **Accounting and Control of Revenue and Accounts Receivable**

*Description:* Information on controls of the operational and financial systems of the Government of Canada. *Topics:* Collection and deletion of debts due the Crown; interdepartmental settlements; standing advances; standing interdepartmental committee.

OCG/PDB-055 *Formerly Identified as:* OCG-120

## **Acts**

*Description:* Information on certain Acts that apply to the Public Service of Canada such as the *Adjustment of Accounts Act*.

OCG/PDB-060 *Formerly Identified as:* OCG-130

## **Auditor General**

*Description:* Information on the *Auditor General's Act*; and the independent review committee of the Office of the Auditor General (Wilson Committee) and reports.

OCG/PDB-065 *Formerly Identified as:* OCG-140

## **Budgetary Control**

*Description:* Information on Governor General's warrants; commitment accounting; managerial control of budgets.

OCG/PDB-070 *Formerly Identified as:* OCG-150

## **Budget Preparation**

*Description:* General information on budget preparation, program planning and budgeting.

OCG/PDB-075 *Formerly Identified as:* OCG-160

## **Classification of Accounts and Transactions**

*Description:* Information on classification and coding of financial transactions of the Government of Canada. *Topics:* Classification and coding project; expenditure and revenue coding; study of classification and coding of financial transactions (N.G. Ross Study, 1973-75).

OCG/PDB-080 *Formerly Identified as:* OCG-170

## **Cost-effective Management Controls**

*Description:* General information on cost control, departmental responses and revenue and cost recovery.

OCG/PDB-085 *Formerly Identified as:* OCG-180

## **Crown Corporations**

*Description:* General information on Crown corporations; also their audit, financing and mailing lists.

OCG/PDB-090 *Formerly Identified as:* OCG-190

## **Departmental Enquiries**

*Description:* Information on enquiries to the Office of the Comptroller General of Canada from departments and agencies on subjects where no specific class of records exists.

OCG/PDB-095 *Formerly Identified as:* OCG-200

## **Financial Administration Evaluation**

*Description:* A study to evaluate the results of the transfer of financial responsibilities to departments and agencies from central control agencies. *Topics:* Canadian Radio-television and Telecommunications Commission (CRTC); Environment Canada; Health and Welfare Canada; Veterans Affairs Canada.

OCG/PDB-100 *Formerly Identified as:* OCG-210

## **Government Reporting**

*Description:* General information on government reporting of public expenditures. *Topics:* Public accounts; reform of the main estimates; revolving funds and working capital advances; study of the accounts of Canada (N.G. Ross Study 1973-75); valuation of recorded assets.

OCG/PDB-105 *Formerly Identified as:* OCG-220

## **Internal Audit**

*Description:* Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the deputy minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls; internal audit input into program evaluation activities, as warranted; and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; employment and staffing; improvement of management practices and controls; action plans, Survey I, II; long-term audit plans; performance assurance; research projects; study of internal audit; liaison; handbook.

OCG/PDB-110 *Formerly Identified as:* OCG-230

## **Liaison**

*Description:* Information on the exchange of information between the federal government and provincial and territorial governments, universities, foreign countries and accounting associations.



## OFFICE OF THE COMPTROLLER GENERAL

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OCG/PDB-115 *Formerly Identified as:* OCG-240

### **Management of the Financial Function**

*Description:* General information on the management of government finance; also the improvement of management practices and controls.

OCG/PDB-120 *Formerly Identified as:* OCG-250

### **Operational Management and Systems**

*Description:* Information on the periodic performance measurement by departments and agencies of the federal government whose programs are subject to Treasury Board review, of the effectiveness and efficiency of their operations. *Topics:* Annual EDP reports and plans; committees, commissions; departmental financial reporting systems (TIMAC); liaison — commercial suppliers, departments and agencies; performance measurement — development and implementation, improvement of management practices and controls project (IMPAC), program forecast analysis, projects, administrative overhead, food inspection, reports, reviews; publications; specifications for departmental systems — introduction, managerial control systems, financial and operational control systems, appendices; study of duplication of financial reports; systems inventory; systems projects. *Retrievability:* Files are arranged by subject, department, agency, committee, commission, province, territory, commercial supplier, project and manual.

OCG/PDB-125 *Formerly Identified as:* OCG-260

### **Professional Development**

*Description:* Information on the planning and direction of human resources development in the federal public service. *Topics:* Classification, organization, staffing; committees — interdepartmental advisory committee on financial administration development (IACFAD); courses — departmental programs, financial officer recruitment and development program (FORD), government expenditures management (GEM), resourcing; liaison — universities; seminars; studies; professional development — classification, organization, staffing.

OCG/PDB-130 *Formerly Identified as:* OCG-270

### **Regulations**

*Description:* Information on regulations that apply to the federal public service, such as the loss of money after public officers' guarantee.

OCG/PEB-135 *Formerly Identified as:* OCG-280

### **General Information**

*Description:* Information on various policy and operational program evaluation projects carried out by the branch.

OCG/PEB-140 *Formerly Identified as:* NO REFERENCE

### **Conferences and Meetings (New)**

*Description:* Information on conferences and meetings on a variety of subjects pertaining to program evaluation.

OCG/PEB-145 *Formerly Identified as:* OCG-290

### **Committees**

*Description:* Information on committees dealing with program evaluation. *Topics:* Parliamentary Review of Program Evaluation (White Paper).

OCG/PEB-150 *Formerly Identified as:* OCG-300

### **Departmental Program Evaluation Operations**

*Description:* Information on the development and implementation of program evaluation in departments and agencies.

OCG/PEB-155 *Formerly Identified as:* OCG-310

### **Liaison**

*Description:* Information on co-operation and exchange of information on program evaluation matters with foreign governments, institutions, private citizens, provinces, universities, departments and agencies.

OCG/PEB-160 *Formerly Identified as:* OCG-320

### **Task Force on Program Evaluability**

*Description:* Information on the establishment of a task force to work with departments to plan for the effective use of program evaluation in departmental management.

OCG/PEB-165 *Formerly Identified as:* OCG-330

### **Techniques and State of the Art**

*Description:* Bibliography; operational and internal audit; program evaluability criteria; zero base budgeting; and A-base review.

OCG/PEB-170 *Formerly Identified as:* OCG-340

### **Training and Development**

*Description:* Information on training and development in the field of program evaluation.



# **DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS**

## **Chapter 34**



# DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

## DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

(CCA)

### BUREAU OF CONSUMER AFFAIRS

(BCA)

005 Energy Program  
010 Foods  
015 Consumer Products -  
Packaging and Labelling  
020 Consumer Products - Precious  
Metals and Fur Garment Marking  
025 Textile Labelling  
030 Advocacy Programs  
035 Consumer Help Offices  
040 Enforcement Programs  
045 Market Intelligence,  
Issues and Projects  
050 Legal Metrology  
055 Electricity and Gas  
060 Weights and Measures  
065 Legal Metrology OIML  
(Organisation internationale  
de métrologie légale) Programs  
070 General Product Safety  
075 Products  
080 Testing

### BUREAU OF CORPORATE AFFAIRS

(COA)

085 Bankruptcy  
090 Corporations  
095 Copyright and Industrial Design  
100 Patents  
105 Trade Marks

### BUREAU OF COMPETITION POLICY

(BCP)

110 Combines  
115 Standard Industrial Classification  
120 Marketing Practices

### BUREAU OF POLICY CO-ORDINATION

(BPC)

125 Consumer Choice  
130 Legislation and Regulations  
135 Market Structure  
140 Food and Economic Policy  
145 Corporate Affairs Research and  
International Affairs  
150 Audit, Evaluation and Control  
155 Communications  
160 Metric Conversion

### OFFICE OF THE ASSISTANT DEPUTY REGISTRAR GENERAL

(DRG)

165 Conflict of Interest  
170 Registration

### UFFI INFORMATION AND CO-ORDINATION CENTRE

(UFF)

175 Urea Formaldehyde Foam  
Insulation (UFFI)

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
CONSUMER AND CORPORATE  
AFFAIRS CANADA  
PLACE DU PORTAGE, PHASE I  
23RD FLOOR, ZONE 1  
50 VICTORIA STREET  
HULL, QUÉBEC  
K1A 0C9

## Background

The Department of Consumer and Corporate Affairs was created in 1967 to bring together, as much as was practical, federal law governing the marketplace.

The legislation and policies of the Department are designed to stimulate efficiency and productivity among suppliers of goods and services, and to promote fair economic treatment in commercial transactions for all concerned.

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The work of the bureaus is supported by three service branches and field staff in the Atlantic, Québec, Ontario, Prairie and Pacific regions. The Department is also responsible for the administration of the metric conversion program and the UFFI assistance program.

## Laws and Regulations

- An Act Respecting the Use of the Expression "Parliament Hill"
- Bankruptcy Act
- Bills of Exchange Act (ss.188-192)
- Boards of Trade Act
- Canada Agricultural Products Standards Act — enforcement of regulations related to the products at the retail level
- Canada Business Corporations Act
- Canada Co-operative Associations Act
- Canada Corporations Act
- Combines Investigation Act
- Companies' Creditors Arrangement Act
- Department of Consumer and Corporate Affairs Act
- Consumer Packaging and Labelling Act
- Copyright Act
- Electricity Inspection Act
- Farmers' Creditors Arrangement Act
- Fish Inspection Act — fish inspections in retail trade
- Food and Drugs Act — enforcement of regulations respecting deception; health and safety aspects of food administered by Health and Welfare Canada
- Gas Inspection Act
- Government Companies Operation Act
- Hazardous Products Act
- Hudson's Bay Company Act
- Industrial Design Act
- Insurance Companies, Canadian and British (ss.4.1, 4.3, 4.5)
- Interest Act
- National Trade Mark and True Labelling Act
- Patent Act
- Pension Fund Societies Act (ss. 4, 6, 7)
- Precious Metals Marking Act
- Public Documents Act
- Public Officers Act
- Public Servant Inventions Act (s.4)
- Seals Act
- Shipping Conferences Exemption Act (s. 12)
- Tax Rebate Discounting Act
- Textile Labelling Act
- Timber Marking Act

- Trade Marks Act
- Trade Unions Act
- Urea Formaldehyde Insulation Act
- Weights and Measures Act
- Winding-Up Act (Part 1)

## Organization

### Bureau of Consumer Affairs

The bureau promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy.

The legislation the bureau administers includes the *Hazardous Products Act*, the *Consumer Packaging and Labelling Act*, the *Textile Labelling Act*, the *National Trade Mark and True Labelling Act*, the *Tax Rebate Discounting Act*, the *Weights and Measures Act*, the *Electricity Inspection Act* and the *Gas Inspection Act*. Compliance with the legislation is sought by means of trader information, inspection, persuasion and, ultimately, prosecution.

The bureau is responsible for enforcing legislation respecting manufactured foods at all levels of trade; and, at the retail level only, legislation respecting agricultural food products.

The bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The bureau is organized into five headquarters branches: consumer products, consumer services, legal metrology, product safety, and management services; and five regional directorates: Atlantic (Dartmouth), Québec (Montréal), Ontario (Toronto), Prairie (Winnipeg) and Pacific (Vancouver). Services are available at 56 locations in Canada. In general, the branches are responsible for the development of policies and programs, while regional directorates are responsible for the adaptation and implementation of programs in their respective regions.

### Bureau of Corporate Affairs

This bureau seeks to provide a legal framework for the orderly conduct of business. It incorporates federal, commercial and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, and licenses and supervises trustees in bankruptcy. The bureau also encourages invention, innovation and creativity in Canada through the granting of exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works. Inventors and originators can thus control the copying of their creations, derive profit from them, and make them known to all Canadians.

### Bureau of Competition Policy

The chief responsibility of this bureau is the administration of the *Combines Investigation Act*.

The purpose of the *Combines Investigation Act* is to help maintain effective competition to achieve maximum production, distribution and employment in a mixed system of public and private enterprise. To this end, the legislation seeks to eliminate certain practices that restrain trade and to overcome concentrations that tend to prevent the economic resources of Canada from being used most advantageously for all. The Act also contains provisions against misleading advertising and deceptive marketing practices.

In addition, the director of investigation and research is empowered to appear before various regulatory bodies in Canada to make

# DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

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representations in support of the expansion or maintenance of competition in regulated markets.

The bureau also promotes public understanding of the content and scope of the Act and of the economic and social significance of an effective competition policy, and it represents Canada's interest in international competition policy issues.

## Bureau of Policy Co-ordination

The bureau is responsible for research and policy analysis activities and liaison with external organizations in the area of consumer and corporate affairs. The bureau ensures the co-ordination of all communications and policy-related activities, and undertakes reviews of legislation administered by the Department. It has overall responsibility for evaluating and periodically auditing all departmental programs, and it co-ordinates planning activities at the corporate level.

The bureau is organized into three operational units: the policy research, analysis and liaison directorate; the communications branch; and the audit, evaluation and control branch.

Since April 1, 1985, the bureau has incorporated the metric office. The metric office was created to take over the duties involved in completing metric conversion in Canada, following the abolition of the Metric Commission on March 31, 1985.

## Metric Commission

The Metric Commission of Canada, established by Order-in-Council PC 1971-1146 of June 10, 1971 for the purpose of advising the Minister on plans for conversion to the metric system in Canada, was abolished on March 31, 1985.

## Office of the Assistant Deputy Registrar General

The office is responsible for implementing major aspects of the federal government's conflict of interest policy. It also registers instruments and documents issued under the Great Seal of Canada, the Seal of the Registrar General of Canada and the Privy Seal of the Governor General.

The deputy minister, who is also the deputy Registrar General of Canada, is supported by the finance and administration directorate, the personnel branch and the departmental secretariat.

## Departmental Secretariat

The departmental secretariat is responsible for facilitating, co-ordinating and controlling the quality of contents, deadlines and consistency between the Department's policies and those of the government, with respect to written communications between the Minister, deputy minister and the Department, as well as communications between the Minister and deputy minister and government departments and agencies, the Privy Council Office, private associations and the general public. The secretariat has the responsibility for applying the legislation on access to information and the protection of privacy. The secretary is also responsible for the departmental status of women plan of action.

## Finance and Administration Directorate

The general administration of finance, material and property, records and information systems, and library services is carried out by this directorate.

## Personnel Branch

This branch is responsible for administering the personnel management system within the Department. It also provides service to departmental management and employees for the personnel functions of planning and staffing; training; organization and classification; staff relations and pay and benefits; affirmative action; official languages; occupational health and safety, security, fire and emergency; counselling; and personnel management information.

## UFFI Information and Co-ordination Centre

The Urea Formaldehyde Foam Insulation (UFFI) information and co-ordination centre was created in June, 1981 to administer the technical and financial assistance program for homeowners with UFFI. This program, announced on December 23, 1981 by the Minister of Consumer and Corporate Affairs, was established to co-ordinate the action of federal agencies and departments involved in this issue, namely Health and Welfare Canada, the National Research Council, and the Canada Mortgage and Housing Corporation; to provide technical advice and assistance to registered homeowners on necessary remedial measures; and to reimburse registered homeowners, up to an amount of \$5,000, for the costs incurred in the execution of remedial measures (including total removal), and other homeowners who, as of August 4, 1982, had already proceeded with remedial measures, including total removal, or who were in the process of doing so. The *Urea Formaldehyde Insulation Act* was proclaimed in force on October 25, 1982.

## Key Contacts

### General Information

Pamphlets, brochures, handouts and guidebooks covering a wide variety of the programs and services offered by Consumer and Corporate Affairs may be obtained from

Communication Services  
22nd Floor  
Place du Portage, Phase I  
50 Victoria Street  
Hull, Québec  
K1A 0C9  
Telephone: (819) 997-3284

or

Library  
14th Floor  
Place du Portage, Phase I  
50 Victoria Street  
Hull, Québec  
K1A 0C9  
Telephone: (819) 997-1632

This material is also available in all regional and district offices. A list of addresses is included.

## UFFI Information and Co-ordination Centre

Information on the federal assistance program and material such as brochures, bulletins, information notes and all forms relative to the federal assistance program or the *Urea Formaldehyde Insulation Act* may be obtained from



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Communication Services  
UFFI Centre  
Place du Centre, 4th Floor  
200 Promenade du Portage  
Hull, Québec  
K1A 0C9  
Telephone: (819) 994-0921

### Other Programs and Services

Enquiries on specific programs and services should be addressed to the bureau responsible for their application.

### HEADQUARTERS

Consumer and Corporate Affairs Canada  
Place du Portage, Phase I  
50 Victoria Street  
Hull, Québec  
K1A 0C9

### REGIONAL OFFICES

#### Atlantic Region

Consumer and Corporate Affairs Canada  
Queen's Square  
45 Alderney Drive, 17th Floor  
Dartmouth, Nova Scotia  
B2Y 2N6

#### Québec Region

Consumer and Corporate Affairs Canada  
Complexe Guy-Favreau, 200 Dorchester Boulevard West  
Suite 534, East Tower  
Montréal, Québec  
H2Z 1X4

#### Ontario Region

Consumer and Corporate Affairs Canada  
Federal Building, 6th Floor  
4900 Yonge Street  
Willowdale, Ontario  
M2N 6B8

#### Prairie Region

Consumer and Corporate Affairs Canada  
260 St. Mary Avenue  
Winnipeg, Manitoba  
R3C 0M6

#### Pacific Region

Consumer and Corporate Affairs Canada  
1400 — 800 Burrard Street  
Vancouver, British Columbia  
V6Z 2H8

### DISTRICT OFFICES

#### Atlantic Region

Consumer and Corporate Affairs Canada  
Burnside Industrial Park  
Windmill Place  
1000 Windmill Road, Suite 1  
Dartmouth, Nova Scotia  
B3B 1L7

Consumer and Corporate Affairs Canada  
K-Mart Plaza  
354 Welton Street  
Sydney, Nova Scotia  
B1P 5S4

Consumer and Corporate Affairs Canada  
Standards Building  
295 Bayside Drive  
Saint John, New Brunswick  
E2J 1B1

Consumer and Corporate Affairs Canada  
Federal Building  
633 Queen Street, 2nd Floor  
Fredericton, New Brunswick  
E3B 1C3

Consumer and Corporate Affairs Canada  
Terminal Plaza  
1222 Main Street, 3rd Floor  
Moncton, New Brunswick  
W1C 1H6

Consumer and Corporate Affairs Canada  
Dominion Building  
97 Queen Street  
3rd floor, Room 348  
Charlottetown, Prince Edward Island  
C1A 4A9

Consumer and Corporate Affairs Canada  
Sir Humphrey Gilbert Building, 5th Floor  
Duckworth Street  
St. John's, Newfoundland  
A1C 1G4

#### Québec Region

Consumer and Corporate Affairs Canada  
2025 Fullum Street  
Montréal, Québec  
H2K 3N5

Consumer and Corporate Affairs Canada  
1335 King West, Office 402  
Sherbrooke, Québec  
J1J 2B8

Consumer and Corporate Affairs Canada  
Galerie Syndicat Paquet  
410 Charest Boulevard East, 4th Floor  
Québec, Québec  
G1K 8G3

Consumer and Corporate Affairs Canada  
225 Des Forges Street, 2nd Floor  
Trois-Rivières, Québec  
G9A 2G7

Consumer and Corporate Affairs Canada  
Québec Area Office  
940 Chabanel Street  
Chicoutimi, Québec  
G7H 5W2

#### Ontario Region

Consumer and Corporate Affairs Canada  
25 St. Clair Avenue East, 7th Floor  
Toronto, Ontario  
M4T 1M2

Consumer and Corporate Affairs Canada  
1859 Leslie Street  
Don Mills  
Toronto, Ontario  
M3B 2M1

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Consumer and Corporate Affairs Canada  
5075 Yonge Street, Suite 202  
Toronto, Ontario  
M2N 6C6

Consumer and Corporate Affairs Canada  
585 Wentworth Street North  
Hamilton, Ontario  
L8L 5X5

Consumer and Corporate Affairs Canada  
Main Post Office  
605 Dominion Public Building  
10 John Street South  
Hamilton, Ontario  
L8N 3A2

Consumer and Corporate Affairs Canada  
767 Barrydown Road  
Sudbury, Ontario  
P3A 3T6

Consumer and Corporate Affairs Canada  
451 Talbot Street  
London, Ontario  
N6A 5C9

Consumer and Corporate Affairs Canada  
Post Office Building, 3rd Floor  
217 York Street  
London, Ontario  
N6A 1B7

Consumer and Corporate Affairs Canada  
228 Dundas Street East  
Belleville, Ontario  
K8N 1E4

Consumer and Corporate Affairs Canada  
Canada Centre, Room 820  
200 Town Centre Court  
Scarborough, Ontario  
M1P 4X8

Consumer and Corporate Affairs Canada  
255 Argyle Avenue  
Ottawa, Ontario  
K2P 1X2

Consumer and Corporate Affairs Canada  
1283 Sparks Street  
Sudbury, Ontario  
P3A 2C7

### Prairie Region

Consumer and Corporate Affairs Canada  
260 St. Mary Avenue, Room 201  
Winnipeg, Manitoba  
R3C 0M6

Consumer and Corporate Affairs Canada  
2212 Scarth Street  
Regina, Saskatchewan  
S4P 2J6

Consumer and Corporate Affairs Canada  
105 - 21st Street East  
Saskatoon, Saskatchewan  
S7K 0B3

Consumer and Corporate Affairs Canada  
2919 — Fifth Avenue, N.E.  
Bag 60, Station "J"  
Calgary, Alberta  
T2A 4X4

Consumer and Corporate Affairs Canada  
Oliver Building  
10225 — 100th Avenue  
Edmonton, Alberta  
T5J 0A1

### Pacific Region

Consumer and Corporate Affairs Canada  
3625 Lougheed Highway  
Vancouver, British Columbia  
V5M 2A6

Consumer and Corporate Affairs Canada  
316 — 277 Winnipeg Street  
Penticton, British Columbia  
V2A 5M2

Consumer and Corporate Affairs Canada  
Federal Building  
303 — 471 Queensway Avenue  
Kelowna, British Columbia  
V1Y 6S5

Consumer and Corporate Affairs Canada  
1230 Government Street, Room 401  
Victoria, British Columbia  
V8W 1Y3

Consumer and Corporate Affairs  
Permanent Tower  
299 Victoria Street  
7th Floor, Suite 708  
Prince George, British Columbia  
V2L 5B8

## Major Publications

### Consumer Affairs

- Regulations of the Canadian Life Insurance Market
- Electronic Funds Transfer Systems in Canada
- Task Force Report on Crash Protection for Infant and Child Passengers in Motor Vehicles
- Energy Research from a Consumer Perspective
- Consumer Satisfaction, Dissatisfaction and Complaining Behaviour
- An Economic Analysis of Consumer Redress Mechanisms
- Product Liability: Reflections on Legal Aspects of the Policy Issues
- Energy Consumption and Conservation Patterns in Canadian Households
- The Role of Home Energy Audits in Facilitating Residential Retrofits
- Consumers' Perceptions of Pre-purchase Shopping Problems and Solutions: Major Findings and Directions for Action
- Liability Rules and Insurance
- Interprovincial Product Liability Litigation
- Energy: Canadians' Attitudes and Reactions (1975-1980)
- Consumer Decision-Making
- Consumer Energy Research: A Bibliography (1982)
- Consumer Bankrupts in Canada
- Issues Regarding the Reform of Canada's Private Pensions System
- Consumer Problems in the Automobile Repair Industry
- Consumer Energy Research
- Products Liability and Personal Injury Compensation in Canada: Vol. I — Towards Integration and Rationalization

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- Consumer Products Warranty Reform: Regulation in Search of Rationality, Vol. II
- Interprovincial Product Liability Litigation in Québec
- Early Adopters of Energy Conservation Products in Winnipeg — A Case Study
- Upholstered Furniture Flammability and the Consumer

### Competition Policy

- Economies of Scale and Efficiency in the Canadian Manufacturing Industry (1979)
- Use of Bid Depositories in the Construction Industry
- The Ophthalmic Products Industry in Canada
- Competition Policy and the Pulp and Paper and Wire-Rope Industries
- Studies of Foreign Competition Policy and Trade Practices — Vols. I and II
- Proposal for Class Action Under Competition Policy Legislation
- Proposals for New Competition Policy for Canada — Second Stage
- Competition Policy Research Reports — Vol. II
- Plant Efficiency and Competition Policy in Canada
- Professional Licensing and Competition Policy
- The Administration and Enforcement of Competition Policy in Canada, 1960 to 1975
- Concentration in the Manufacturing Industries of Canada: Analysis of Post-War Changes
- Transport Costs and their Implications for Price Competitiveness in Canadian Goods-Producing Industries
- Performance Under Regulations: The Canadian Intercity Bus Industry
- The Role of Marketing in the Concentration and Multinational Control of Manufacturing Industries
- The State of Competition in the Canadian Petroleum Industry (seven volumes) — available at \$70 per set through the Renouf Publishing Company Limited in Ottawa
- Private Trucking, Analysis and Implications
- Misleading Advertising Bulletins
- Performance of Regulated Airlines
- Rate and Cost Analysis of For-Hire Trucking: Provincial Comparisons
- Trucking Industry: Analysis and Performance
- Shipping Conference: A User Survey
- Consumer Misleading and Unfair Trade Practices, Vols. I and II

### Intellectual Property

- Copyright in Canada — Proposals
- Copyright Obligations for Cable Television: Pros and Cons
- A Performing Right for Sound Recordings: An Analysis
- The Mechanical Reproduction of Musical Works in Canada
- An Economic Analysis of a Performer's Right
- Crown Copyright in Canada: A Legacy of Confusion
- Term of Copyright Protection in Canada: Present and Proposed
- Audio and Video Home Taping: Impact on Copyright Payments
- Copyright and the Computer
- Copyright, Competition and Canadian Culture: The Impact of Alternative Copyright Act Import Provisions on the Book Publishing and Sound Recording Industries
- Exemptions Under the Canadian *Copyright Act*

- Collective Agencies for the Administration of Copyright
- Framework for Evaluating Canada's *Trade Marks Act*
- Ownership of Copyright in Canada
- The Impact of Reprography on the Copyright System
- Fair Dealing: The Need for Conceptual Clarity on the Road to Copyright Revision
- White Paper on Copyright — From Gutenberg to Telidon

### Bankruptcy

- Background Papers for the Bankruptcy and Insolvency Bill

### Access Procedures

All formal requests for access to information under the *Access to Information Act* should be addressed to

Co-ordinator, Access to Information and Privacy  
Consumer and Corporate Affairs Canada  
Place du Portage, Phase I  
23rd Floor, Zone 1  
50 Victoria Street  
Hull, Québec  
K1A 0C9

### Bureau of Consumer Affairs

#### Consumer Products Branch

The branch administers acts and regulations affecting the packaging, labelling, advertising and quality composition of both food and non-food products. Also included is the administration of some provincial statutes respecting the grading and sale of agricultural and fish products at the retail level. These activities are supported by inspection and compliance strategies implemented by field staff.

#### Manuals

- Food Policy Manual — provides official interpretation of the *Consumer Packaging and Labelling Act* and Regulations and the *Food and Drugs Act* and Regulations
- Procedures and Training Manual — provides official procedures for the administration of the *Food and Drugs Act* and *Consumer Packaging and Labelling Act*
- Meat Cuts Manual — provides information to inspectors on the administration of the Retail Meat Cut Nomenclature Program
- Precious Metals Marking Procedures Manual — provides a work and reference instrument on manufacturing processes, inspection and testing procedures, and technical terms
- Consumer Packaging and Labelling Policy and Procedures Manual — provides a work and reference instrument on net quantity determination, enforcement, legislation and interpretations
- Inspection Procedures Manual — Retail Food — provides information to inspectors on retail food stores
- Consumer Products Inspectors' Procedures Manual
- Textile Policy and Procedures Manual — provides a training and reference instrument on textile technology and programs
- Prosecution Training Manual for Field Inspectors
- Consumer Products Management Information System Manual
- General English-French Glossary of Food Terms
- Packaging and Labelling Rulings and Interpretations (Reference Guide)
- Rulings and Interpretations — *Textile Labelling Act* and Textile Labelling and Advertising Regulations
- CA Identification Number Microfiche Index on Textile Dealers



# DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

## EDP Systems

- An information system to evaluate compliance of commercial establishments with the different consumer protection laws.

## Consumer Services Branch

This branch supports the consumer interest in the public, private and voluntary sectors through programs of market intelligence, support to consumer organizations and by encouraging improved institutional practices in business to meet consumer needs. It administers the *Tax Rebate Discounting Act* and is supported by field staff.

## EDP Systems

- Consumer services mailing labels system — was established to print labels and alphabetical lists for mailing purposes.
- Tax rebate system — established to control data-report information, to reduce data storage space requirements of system, and to monitor tax discounters, transactions for violations of the *Tax Rebate Discounting Act*.

## Legal Metrology Branch

This branch administers the *Electricity and Gas Inspection Act* and the *Weights and Measures Act*. To minimize inaccurate measurements and ensure equity in the measurement of electricity, natural gas, and goods and services provided on the basis of length, area, volume or capacity, temperature, time, mass or weight, the branch conducts approval examinations and inspection of devices, maintains and calibrates standards, and inspects goods and services. The branch is also involved in co-ordinating Canada's participation in the Organisation internationale de Métrologie légale.

## Manuals

- Manual of Electrical Procedures and Policy
- Inspectors' Training Manual Electricity, Vols. I and II
- Enforcement Policy for Weights and Measures Devices
- Standard Test Procedures — Weights and Measures
- Inspection Procedures Outline — Weights and Measures
- Weights and Measures Information System Manual
- Weights and Measures Approval Index
- Standard Drawing for Electricity Metering Installations
- Departmental Instructions for Inspection of Gas Meters and Auxiliary Devices
- Specifications for Approval of Type of Electricity Meters, Instrument Transformers and Auxiliary Devices
- Canadian Participation in OIML (BIL)
- Recommendations and International Documents of OIML

## Product Safety Branch

This branch administers the *Hazardous Products Act*. The Act deals with a range of goods and includes specific mention of product categories for household, garden or personal use, for sports or recreational activities, or for children. It also mentions, without reference to end use, poisonous, toxic, flammable, explosive and corrosive products, but excludes from its purview, food, drugs, cosmetics, pest control products, radioactive materials, explosives, and highway vehicles. Products may be banned or regulated under the legislation. Functions of the branch include product testing for regulatory development purposes and for compliance with established regulations. Inspectors, designated under the Act, have powers of search and seizure. The branch is supported by field staff.

## Manuals

- Hazardous Products Reference Manual — a reference instrument

on the administration and enforcement of the *Hazardous Products Act* and Regulations

## Bureau of Corporate Affairs

### Bankruptcy Branch

The branch administers the *Bankruptcy Act* by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; by acting in the regions as an agent for the Corporations Branch and disseminating information and materials on the *Canada Business Corporations Act*; and by acting as a depository for any documents to be filed pursuant to the *Canada Business Corporations Act* or any intellectual property legislation. The branch is supported by field staff.

### Manuals

- Policy Statements of the Superintendent of Bankruptcy — provides guidelines for observance by trustee
- Information Statements of the Superintendent of Bankruptcy — provide less mandatory guidelines than the policy statements and are also used to communicate information of general interest
- Bankruptcy Branch Training Modular — provides a training manual on bankruptcy procedures and policies
- Bankman — provides a reference tool of internal policy releases and directives
- Central Registry Information System (CRIS) — provides procedures for accessing CRIS
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) — provides a reference tool of procedures to be used in maintaining the CRDS
- Trustee Licence Insurance Procedures — provides policies and procedures to be followed in issuing trustee licences to both individuals and corporations
- Bankruptcy Officer Training Program — provides a modular training program for new bankruptcy officers

### Corporations Branch

The branch administers the *Canada Corporations Act*, the *Canada Business Corporations Act*, and several other statutes, through the examination and qualification of incorporation, continuance, amalgamation and dissolution of corporations; the management of a database of corporate names; the acquisition, assessment and verification of information to the public; and the issuance of exemptions from various requirements of the *Canada Business Corporations Act*; and for the conduct of enquiries and investigations into corporate misconduct.

### Manuals

- Examination Unit Procedures — guidelines on how to examine *Canada Business Corporations Act* articles and *Canada Corporations Act* applications
- Compliance Policy and Procedures — provides interpretations of Act and Regulations, directives and operational procedures
- Instruction Manual for Field Offices — provides instruction to field personnel in dealing with public enquiries on corporation matters
- Accounts Receivable Procedures — provides instructions on billing actions and other changes related to accounts receivable system
- Corporate Integrated Information System User Manual — provides data entry and error correction procedures for maintaining the corporate integrated information system; also provides layouts

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and descriptions of the master file, microfiche and magnetic tape outputs.

### EDP Systems

- Corporate integrated information system (CIIS) — contains data used for internal record keeping and information dissemination. The master file also contains various data elements used for the issuance of certificates of incorporation and corporate alteration and for the administration of branch programs dealing with compliance enforcement activities.

### Directorate of Intellectual Property — Copyright and Industrial Design Branch

The branch administers the *Copyright Act*, the Copyright Rules, and *Industrial Design Act* and Industrial Design Rules. Copyright ownership is registered and industrial design applications are examined; if they meet requirements they are registered. The branch also administers the *Timber Marking Act*.

#### Manuals

- Dictionary of Shapes and Terms Thereof — provides a reference of geometric terms used by examiners
- Classification Manual — provides a listing of the various classes of classification of industrial designs
- Examination Guidelines — provides guidelines for the examination of industrial design applications
- Policy Guidelines — provides a reference of published policies on the examination of industrial design applications
- Procedures Manual — Processing — provides procedures for the processing of copyright and industrial design applications

### Patents Office

The Patents Office administers the *Patent Act* and Patent Rules. Patent applications are examined for compliance with legislative requirements, and if the requirements are met a patent is granted. The office also receives applications for grant of compulsory licences under Section 67 of the *Patent Act* when alleged abuse of patent rights has occurred, or under Section 41 of the *Patent Act* when the invention is directed to foods or medicines. The office maintains public records, publishes the Patent Office Record on a weekly basis, and maintains a public search room where members of the public can obtain information.

#### Manuals

- Manual of Patent Office Practice — outlines policy relating to the examination of patent applications
- Handbook of Patent Examination (HOPE) — provides procedures for preparing examiners' correspondence
- Classification Section Support — provides procedures for documentation and registration
- Staff Operating Procedures — provides procedures for classification of patents
- Handbook of Classification — outlines the basis of the Canadian patent classification system and rules for using it
- Patent Examiners' Report Manual — outlines the standard paragraphs used in reports, to facilitate the use of word processing equipment

### Trade Marks Office

This office administers the *Trade Marks Act* and Trade Marks Rules. Trade mark applications are examined for compliance with the legal requirements for registration and, if approved, they are advertised in

the Trade Marks Journal to enable persons to oppose registration of any mark that they feel would interfere with their existing rights. Opposition proceedings are conducted to determine if the opposition is justified. The office maintains a Trade Marks Register and files of registered users of trade marks. These documents can be studied in the trade marks search room.

#### Manuals

- Trade Marks Examination Manual — provides a working instrument regarding the interpretation and application of the *Trade Marks Act* and Rules
- Office Composing Equipment (OCE) User Manual for General Automatic (GA) System — provides procedures for the operation of the GA microcomputer

### Bureau of Competition Policy

#### Manuals

- Office Manual, Director of Investigations and Research — sets out procedures employed by the Bureau in the exercise of formal powers under the *Combines Investigation Act*

### EDP Systems

- Marketing practices information system — established to maintain information on past prosecutions, to be used by various report programs, and to recover transactions as needed.
- Petroleum industry — contains petroleum industry data supplied by the Department of Energy, Mines and Resources.
- Soft drinks — contains price data for the soft drink industry in Manitoba.

### Manufacturing Branch

The branch undertakes industrial and economic analyses and conducts enquiries under the *Combines Investigation Act* concerning the manufacturing sector of Canadian industry, excluding the manufacturing sectors of the pulp and paper and petroleum industries which are the responsibility of the Resources Branch. The Manufacturing Branch has similar responsibilities concerning the construction industry.

### Regulated Sector Branch

The branch is responsible for interventions of the director of investigation and research before regulatory boards and for enquiries on the transportation and telecommunications industries.

### Economic Analysis and Policy Evaluation Branch

The branch conducts research into the performance of the Canadian economy in relation to competitive market situations and recommends economic and structural changes that could increase economic efficiency.

### Resources Branch

This branch analyzes complaints and other evidence, and conducts enquiries under the *Combines Investigation Act* concerning the activities of firms in the resource industry, including agriculture, fishing and food processing, trapping and fur processing; the forest industry, including manufacture and distribution of wood and wood products; the production, mining and primary processing of all minerals; and the production and distribution of energy, including electrical power, coal and petroleum products.



# DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

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## Services Branch

The branch analyzes complaints and other evidence with respect to alleged restrictions of competition in the service and distribution industries, and conducts enquiries under the *Combines Investigation Act*.

## Marketing Practices Branch

The branch administers the misleading advertising and deceptive marketing practices provisions of the *Combines Investigation Act*. These include representations that are false or misleading in a material respect, unsubstantiated claims, misleading warranties, misleading price representations, untrue and misleading tests and testimonials, double ticketing, pyramid schemes, referral selling, bait-and-switch selling, sales above advertised price, and promotional contests.

### Manuals

- Marketing Practices Policy Manual — sets out enforcement policy and provides guidance to officers in the administration of the sections of the *Combines Investigation Act* pertaining to marketing practices
- Marketing Practices Operational Manual — sets out procedures employed in the handling of complaints, the conduct of investigations and prosecutions, and provides guidance to officers and support staff in the Marketing Practices Branch in carrying out their duties

## Bureau of Policy Co-ordination

### Analysis and Liaison Directorate

The directorate conducts research activities in the consumer and corporate affairs areas with emphasis on developing and securing adoption of legislative and regulatory reforms of the departmental statutory and program base; assesses and provides analysis and advice relative to departmental policies, and other policies emanating from outside, that may be of direct interest to the Department's mandate; develops strategies and selects targets to achieve an efficient impact in departmental representation in federal, provincial, and international forums.

### EDP Systems

- National consumer satisfaction/dissatisfaction study — data include information on consumer satisfaction or dissatisfaction, with demographic profiles of dissatisfied consumers, reasons for dissatisfaction, and types of action taken. Also included are rates of purchase, perceived importance, and levels of satisfaction or dissatisfaction for food and clothing, durables, and services.
- Patent research system — to provide statistical analysis of Canadian patents.
- Technical assessment of Energuide program — to provide an analysis of trends in energy consumption of appliances, and describe the theory and empirical estimates of the market values of product features and energy efficiency, from information obtained from a survey of retail outlets, from Energuide directories, and from manufacturer's product literature.

## Audit, Evaluation and Control Branch

The branch provides systematic, independent and objective reviews and appraisals of all departmental operations with respect to the efficiency, economy and effectiveness of internal management practices and controls. It also performs periodic, independent and objective reviews of ongoing programs in order to recommend alternative choices related to objectives, sub-objectives, results and/or

means of delivery; strengthens and co-ordinates the substance of departmental plans and controls; and ensures effective interaction with central agencies on all planning and control activities.

## Communications Branch

The branch ensures that government policies are taken into consideration in structured communication activities; designs and implements communications strategies to gain public understanding and support for the interests of the Department; provides expert advice on communication policies and logistic support through production; and provides distribution and liaison services.

### EDP Systems

- Research bulletin — mailing list — used to create mailing labels.

## Office of the Assistant Deputy Registrar General

### Conflict of Interest Organization

The assistant deputy Registrar General administers, on behalf of the Prime Minister, the government's conflict of interest policy and guidelines that pertain to Lieutenant Governors, Ministers, their exempt staffs and Governor-in-Council appointees, and provides policy advice to the government, the Privy Council Office and deputy heads.

## Registration Division

This division is responsible, in the name of the Registrar General, for the issue and registration of commissions and other documents under the Formal Documents Regulations pursuant to the *Public Officers and Seals Acts* and as required by other Acts. The division also provides services to the Governor General's office, federal government departments, corporations and agencies, other governments and the public.

## UFFI Information and Co-ordination Centre

The centre administers a federal government program of technical and financial assistance to owners of Canadian dwellings retrofitted with urea formaldehyde foam for thermal insulation purposes. The program includes on-demand formaldehyde screening tests, full scale testing and remedial advice, training for contractors and homeowners in a registered remedial measures course, administration of financial contributions to eligible owners, and an across-Canada toll-free telephone information service. The centre also co-ordinates federal government activities and policies related to UFFI.

### Manuals

- Training Manual on Corrective Measures for Residences Insulated with Urea Formaldehyde Foam Insulation (UFFI) — provides information required to understand corrective measures and how to correct problems in UFFI homes
- Study Guide on Corrective Measures for Residences Insulated with Urea Formaldehyde Foam Insulation — contains exercises to reinforce selected areas of the training manual
- Policy Manual — sets out policies to ensure consistency of program decisions with the legislation and regulations

### EDP Systems

- Urea formaldehyde insulation system — established to control and monitor amount of money requested by homeowner and the amount sent; to provide information on homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program.



## DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

### Classes of Records

CCA/BCA-005 *Formerly Identified as:* CCA-10

#### Energy Program

*Description:* Information on planning, enforcement, research, correspondence and complaints, and enquiries concerning the labelling and energy consumption of electrical products. *Topics:* Planning, control, research, electrical product efficiency — legislation; contracts; committees; rulings enforcement; marketing; advertising.

CCA/BCA-010 *Formerly Identified as:* CCA-20

#### Foods

*Description:* Information on food inspection programs. *Topics:* Inspection agreements and reports; legislation; surveys; studies; technical and statistical information; advertising; liaison with associations; councils, companies; labelling and advertising approvals; content and date marking packaging; pricing and coding; processed products; surveillance; prosecutions; reference material; complaints; enquiries; sampling and testing concerning food products.

CCA/BCA-015 *Formerly Identified as:* CCA-21

#### Consumer Products — Packaging and Labelling

*Description:* This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, and sampling and testing concerning non-food products. *Topics:* Commodity regulations; surveillance and enforcement programs; economic data; liaison; companies, other departments, provinces, boards, Canadian General Standards Board; importation; surveys; test work, special products. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-020 *Formerly Identified as:* CCA-22

#### Consumer Products — Precious Metals and Fur Garment Marking

*Description:* This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. *Topics:* Fur: garment marking, liaison, surveillance and enforcement, companies; precious metals marking: surveillance and enforcement — companies, foreign government marks, national mark, trade marks. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-025 *Formerly Identified as:* CCA-40

#### Textile Labelling

*Description:* Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils; identification numbers; importation; laboratory compliance program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles.

CCA/BCA-030 *Formerly Identified as:* CCA-100

#### Advocacy Programs

*Description:* Information on regulations, reference material, enforcement issues, prosecution, issues and correspondence concerned with the consumer advocacy and representation programs, and review of regulatory reform.

CCA/BCA-035 *Formerly Identified as:* CCA-120

#### Consumer Help Offices

*Description:* Statistical data, evaluations and recommendations on the funding of consumer help offices. *Retrievability:* Case files arranged by office location.

CCA/BCA-040 *Formerly Identified as:* CCA-130

#### Enforcement Programs

*Description:* Complaints and enquiries, technical information, correspondence. *Topics:* Tax rebate discounting; audits; investigations and prosecutions; reports and statistics; statements of discounting transactions. *Storage Medium:* A list of discounters is on magnetic disc or drum to monitor tax transactions for violations; also on EDP systems.

CCA/BCA-045 *Formerly Identified as:* CCA-140

#### Market Intelligence, Issues and Projects

*Description:* Complaints and enquiries, reference material, market monitoring, correspondence, and surveys and studies concerned with issues that are or could be of consumer interest. *Topics:* Motor vehicles; auto rust and anti-corrosion; financial; food; retail and manufacturing; services; telephone and communications; travel industry; product quality and durability; retail/refund return policies; and mechanisms for consumer feedback to business.

CCA/BCA-050 *Formerly Identified as:* CCA-150

#### Legal Metrology

*Description:* Information on metering, specifications, symbols and standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical enquiries; metric conversion; misleading advertising and standards.

CCA/BCA-055 *Formerly Identified as:* CCA-160

#### Electricity and Gas

*Description:* Information on the electricity and gas program. *Topics:* Electricity — approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas — inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications.

CCA/BCA-060 *Formerly Identified as:* CCA-170

#### Weights and Measures

*Description:* Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area — approvals, calibrations, statistics; mass and volume — approvals, calibrations, technical information, metric conversion, tests and test methods.

CCA/BCA-065 *Formerly Identified as:* CCA-171

#### Legal Metrology OIML (Organisation internationale de Métrologie légale) Programs

*Description:* Information on international standards, Canada's participation in international working groups and Canada's comments and votes. *Topics:* Organization internationale de Métrologie légale — general, international recommendations. *Retrievability:* Files arranged by subject.

CCA/BCA-070 *Formerly Identified as:* CCA-180

#### General Product Safety

*Description:* Information on compliance and enforcement, statistical data and programs within product safety, and correspondence. *Topics:* Standardization control; statistical data; correspondence; associations; societies; institutions; boards; councils; commissions; committees; *Hazardous Products Act*; injury date and statistics; Canadian accident injury reporting and evaluation (CAIRE); labelling; publicity; projects; regulations; reports.

## DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

CCA/BCA-075 Formerly Identified as: CCA-190

### Products

*Description:* Information on regulations, company liaison, complaints and enquiries, reference materials, sampling and testing, and enforcement concerning specific products. *Topics:* Alarm and protective devices; artist supplies and stationery; appliances; entertainment; furnishings; furniture care supplies; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and childrens' products; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tools and workshop equipment; toys; compliance. *Retrievability:* Files are arranged by product.

CCA/BCA-080 Formerly Identified as: CCA-200

### Testing

*Description:* Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Storage Medium:* Magnetic disc or drum (testing and sampling tracking system). *Retrievability:* Files are arranged by test and product.

CCA/COA-085 Formerly Identified as: CCA-210

### Bankruptcy

*Description:* Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries — civil law, common law; bonds and bonding; claims; conferences; liaison — foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations, legal; licences; offences; petitions; projects; prosecutions; reports and statistics; trustees; central registry information system; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Storage Medium:* Information systems (EDP) contain insolvency data used by bankruptcy offices to publish bankruptcy notices. *Retrievability:* Trustee files are arranged by name of individual or corporation.

CCA/COA-090 Formerly Identified as: CCA-211

### Corporations

*Description:* Information on applications, charters, financial statements, annual summaries and returns, enquiries, liaison with companies, enforcement and surveillance concerning incorporation of companies. *Topics:* Exemptions; take-over bids; enquiries; boards of trade; trade unions; companies. *Storage Medium:* There are magnetic tapes, containing data on federally and provincially incorporated companies, which are used to produce microfiche and the Canada Corporations Bulletin. *Retrievability:* Files arranged by subject with a case file arrangement by company name.

CCA/COA-095 Formerly Identified as: CCA-212

### Copyright and Industrial Design

*Description:* Information on legislation, registration and revision, enquiries, consultation with provinces, the private sector, and other departments; registration, and complaints and enquiries about authors' and designers' works. *Topics:* Copyright Act and legislation. *Industrial Design Act* and legislation; copyright and industrial design case files; *Timber Marking Act*. *Retrievability:* Files arranged by subject with cases filed numerically by applicant name.

CCA/COA-100 Formerly Identified as: CCA-221

### Patents

*Description:* Information on application, registration, licensing, legal actions, studies, correspondence, regulation, complaints and enquiries, and research and technical data concerned with inventive works. *Topics:* Liaison with universities, associations, departments, foreign

governments, provinces; information retrieval; caveats; court actions, licenses; legislation; agents; application; classification; complaints and enquiries; public servants' inventions; surveys and studies; technology. *Retrievability:* Files arranged by subject with a large case system by applicant name.

CCA/COA-105 Formerly Identified as: CCA-222

### Trade Marks

*Description:* Information on applications, registrations, licensing, regulation, correspondence, and enquiries concerned with trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals, applications, oppositions, registered users, trade mark agents and examinations; appellation of origin. *Retrievability:* Files arranged by subject with case filing by trade marks.

CCA/BCP-110 Formerly Identified as: CCA-270

### Combines

*Description:* Information on enquiries, legalities, surveys, interpretations of the *Combines Investigation Act*. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; enquiries; exports; imports; investments; textiles labelling; merchandising; mergers; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. *Storage Medium:* Magnetic tape (locator system).

CCA/BCP-115 Formerly Identified as: CCA-280

### Standard Industrial Classification

*Description:* Information on enquiries, complaints, legal proceedings and prosecutions under the *Combines Investigation Act*. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Storage Medium:* Microfilm, magnetic tape. *Retrievability:* Case files are arranged under the 18 major groups of the standard industrial classification system.

CCA/BCP-120 Formerly Identified as: CCA-290

### Marketing Practices

*Description:* Enquiries, complaints, investigations, legal proceedings, interpretations of the *Combines Investigation Act*, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Québec, Atlantic and headquarters); program of compliance. *Storage Medium:* Use of magnetic tapes (listing complaints that have been closed for two years or more) commenced in 1984. *Special Access Note:* Files are arranged by subject, company and individual name.

CCA/BPC-125 Formerly Identified as: CCA-291

### Consumer Choice

*Description:* Information on review, assessment, consultation, policy and research, and media coverage. *Topics:* Consumer choice; advertising; access to consumer information; consumer information search; consumer products information review; consumer (dis)satisfaction and post-purchase behaviour; evaluation criteria formulation; information labelling project — Cantag; consumer choice in problem markets. *Retrievability:* Files arranged by subject.

CCA/BPC-130 Formerly Identified as: CCA-292

### Legislation and Regulations

*Description:* Information on policy, research, consultations, studies, briefing materials, reports and studies, and media coverage of consumer legislation and regulations. *Topics:* Consumer legislation; anti-corrosion code; economics of regulation in consumer protection; electricity and gas inspection; legal framework tableau; product



## DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

liability; professional groups; regulation activity and reform in government; consumer research: Consumer and Corporate Affairs Canada activities, programs — energy research and development panel; surveys, studies and evaluations; systems — management information. *Retrievability:* Files arranged by subject.

CCA/BPC-135 *Formerly Identified as:* CCA-293

### **Market Structure**

*Description:* Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Market structures; distribution systems; education; environment; transportation — air, automobiles roles; access to financial services — credit programs survey; status of women; credit counselling; deposit calculations; electronic funds transfer preliminary bibliography review, universal product code and automated checkout system; financial security — life insurance, registered retirement savings plan, registered home ownership savings plan, indebtedness; legislation — action plan, *Bank Act*, financial tables for rate calculations and mortgage prepayment penalties; *Small Loans Act*, tax rebate discounting; money management; health and welfare; federal drug price reduction program; retail drug pricing and advertising; housing. *Retrievability:* Files are arranged by subject.

CCA/BPC-140 *Formerly Identified as:* CCA-294

### **Food and Economic Policy**

*Description:* Information on agricultural, economic and industrial policies. *Topics:* Controls and post controls — inflation, the way ahead; federal-provincial relations; foreign; monetary; prices — indexes and surveys regional situation; regulations; taxes; unemployment; industries — energy and fuels, metals, minerals, textiles and clothing; wood; food — Canada, distribution, industry, legislation and programs, nutrition policy, prices and indexes, processing, retailing, United States, weather; agricultural marketing; dairy — milk, programs; egg industry, productions, regulations, statistics; fish; fruits and vegetables; grains; meat — beef, pork; poultry — chicken, turkeys; oilseeds; sugar; wheat; agreements on tariffs and trade, United Nations Committee on Trade and Development; tariffs — imports, quotas; trade — agreements, extra-territoriality. *Retrievability:* Files arranged by subject.

CCA/BPC-145 *Formerly Identified as:* CCA-295

### **Corporate Affairs Research and International Affairs**

*Description:* Information on economics, agreements, development of international policies; also correspondence, research and technical data; and surveys, studies, and statistical data concerned with intellectual property. *Topics:* Economic research; copyright — contracts, literature; domestic law; industrial law; patents — contracts, database; trademarks — contracts; intellectual property law revision. *Retrievability:* Files arranged by subject.

CCA/BPC-150 *Formerly Identified as:* CCA-296

### **Audit, Evaluation and Control**

*Description:* Information on all audits and program evaluations planned and carried out by the branch as well as working documents associated with the departmental planning and control function. *Topics:* Traded goods; weights and measures; tax rebate discounting, electricity and gas; corporations; bankruptcy; copyright and industrial design; patents; trademarks; metric conversion; deceptive marketing practices; combines investigation; regulatory interventions; consumer

assistance; support of consumer groups; product safety; UFFI; communications; research and policy analysis; administration. *Retrievability:* Files arranged by subject.

CCA/BPC-155 *Formerly Identified as:* CCA-297

### **Communications**

*Description:* Information on the preparation of all communication projects; exhibitions both planned and carried out by the branch to support departmental policies and programs. *Topics:* Communications service — advertising, exhibits, fairs, exhibitions, displays, enquiries, mailing lists; programs and projects — departmental, competition policy, consumer affairs, corporate affairs, policy co-ordination, metric conversion, UFFI, RTPC, Standards Council, research reports; radio and television; speeches. *Retrievability:* Files arranged by subject.

CCA/BPC-160 *Formerly Identified as:* CCA-330

### **Metric Conversion**

*Description:* Policies; correspondence with companies, federal and provincial government departments, other governments, associations, and committees; legislation concerned with the metric conversion program. *Topics:* Research; surveys and development; legislation and treaties; commodities, industries and markets.

CCA/DRG-165 *Formerly Identified as:* CCA-300

### **Conflict of Interest**

*Description:* Information on conflict of interest guidelines, parliamentary material, reports, appointments, correspondence with federal government departments, agencies, councils, commissions and provincial governments. *Topics:* Conflict of interest responsibilities — investments, trusts, parliamentary matters, guidelines for Lieutenant Governors, Ministers, their exempt staffs, Governor-in-Council appointees and public servants; supplementary guidelines for members of government departments, corporations, agencies, commissions and boards; liaison and co-operation.

CCA/DRG-170 *Formerly Identified as:* CCA-310

### **Registration**

*Description:* Information on regulations; studies; enquiries; correspondence with other departments, provinces and countries; certificates of registration, appointments, deeds, grants, mortgages; and letters patent. *Topics:* Appointments — boards, councils, commissions, federal government departments, agencies, Crown corporations, committees, judges, administrators, commissioners; documents — bonds, deeds, railway mortgages, land grants, pardons, proclamations, departmental rulings, seals, warrants of extradition. *Storage Medium:* Microfilm.

CCA/UFF-175 *Formerly Identified as:* CCA-320

### **Urea Formaldehyde Foam Insulation (UFFI)**

*Description:* Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. *Topics:* Federal government departments and agencies; federal-provincial relations — conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company enquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing — pilot and main projects, UFFI II. *Retrievability:* Case files are arranged by name of individual.





# **OFFICE OF THE CORRECTIONAL INVESTIGATOR**

## **Chapter 35**

# OFFICE OF THE CORRECTIONAL INVESTIGATOR

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OFFICE OF THE CORRECTIONAL INVESTIGATOR  
(OCI)

CORRECTIONAL  
INVESTIGATIONS

(CIN)

005 Penal Institutions  
010 Penal Institution Organizations,  
Committees and Groups  
015 Inmate Affairs — Statistics and Reports  
020 Inmate Affairs — Special Enquiries  
and Reports  
025 Inmate Affairs — General Topics  
030 Inmate Affairs — Case Files

ACCESS TO INFORMATION  
CO-ORDINATOR  
OFFICE OF THE CORRECTIONAL  
INVESTIGATOR  
BOX 2324, STATION D  
OTTAWA, ONTARIO  
K1P 5W5



# OFFICE OF THE CORRECTIONAL INVESTIGATOR

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## Background

The Office was established in 1973 pursuant to the *Inquiries Act*. The Correctional Investigator's mandate, as established in 1977 by Order-in-Council, is "to investigate, on his own initiative, on request from the Solicitor General of Canada or on complaint from or on behalf of inmates as defined in the *Penitentiary Act* and report upon problems of inmates that come within the responsibility of the Solicitor General of Canada".

The staff of the Office visit all federal penal institutions across Canada regularly to conduct interviews with inmates and staff in an attempt to resolve complaints through liaison with the Commissioner of Corrections and his staff.

## Laws and Regulations

- Penitentiary Act
- Penitentiary Service Regulations
- Parole Act and Regulations
- Prison and Reformatories Act

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Office of the Correctional Investigator  
Box 2324, Station D  
Ottawa, Ontario  
K1P 5W5  
Telephone: (613) 996-9771

## Manuals

- Commissioner of Corrections Directives and Divisional Instructions
- Correctional Service of Canada Case Management Policy and Procedures Manual

## Classes of Records

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OCI/CIN-005 *Formerly Identified as:* OCI-10

### Penal Institutions

*Description:* Correspondence advising institutions of visits by Office of the Correctional Investigator; also requests for information on administration of that institution. *Retrievability:* Files arranged by institution and by region.

OCI/CIN-010 *Formerly Identified as:* OCI-20

### Penal Institution Organizations, Committees and Groups

*Description:* Information on contact with inmate committees and other groups both inside and outside the institutions. *Retrievability:* Files arranged by institution or name of group, by region.

OCI/CIN-015 *Formerly Identified as:* OCI-30

### Inmate Affairs — Statistics and Reports

*Description:* Information and statistics to be included in Annual Report. *Retrievability:* Files arranged by year of report.

OCI/CIN-020 *Formerly Identified as:* OCI-40

### Inmate Affairs — Special Enquiries and Reports

*Description:* Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. *Topics:* Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.

OCI/CIN-025 *Formerly Identified as:* OCI-50

### Inmate Affairs — General Topics

*Description:* Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. *Topics:* Policy on inmate disciplinary boards; claims against the Crown; inmate pay; family visiting.

OCI/CIN-030 *Formerly Identified as:* OCI-60

### Inmate Affairs — Case Files

*Description:* All correspondence on individual inmate complaints; also reports of interviews with complainants. *Retrievability:* Files arranged chronologically with an alphabetical index and cross-reference system.



# **DEFENCE CONSTRUCTION (1951) LIMITED**

## **Chapter 36**



# DEFENCE CONSTRUCTION (1951) LIMITED

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DEFENCE CONSTRUCTION (1951) LIMITED

(DCL)

OFFICE OF THE PRESIDENT

(OPR)

005 Construction, Repairs  
and Maintenance Contracts  
010 Consultant Contracts  
015 Solicitations

ACCESS TO INFORMATION  
CO-ORDINATOR  
DEFENCE CONSTRUCTION (1951)  
LIMITED  
SBI BUILDING  
BILLINGS BRIDGE PLAZA  
2323 RIVERSIDE DRIVE  
OTTAWA, ONTARIO  
K1A 0K3

# DEFENCE CONSTRUCTION (1951) LIMITED

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## Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part XII of the *Financial Administration Act* and listed in Part 1 Schedule 1 of that Act. The Corporation is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence. The Corporation is also known as Defence Construction Canada.

## Overall Responsibilities

Defence Construction (1951) Limited performs a specialized role within the general field of construction management. Its principal functions are to obtain tenders, make recommendations on proposed awards and to award and administer contracts. In addition, at the request of the Department of National Defence (DND), DCL engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of DND. The limits of authority under which the Corporation may enter into a contract or increase the amounts payable under a contract are set out in the government contracts regulations.

## Access Procedures

All requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Defence Construction (1951) Ltd.  
SBI Building, 12th Floor  
Billings Bridge Plaza  
2323 Riverside Drive  
Ottawa, Ontario  
K1A 0K3  
Telephone: (613) 998-9541

## Office of the President

### Engineering Division

This division's principal functions are to obtain tenders, make recommendations on proposed awards, and to award and administer

contracts. In addition, at the request of the Department of National Defence (DND), it engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of DND.

### Manuals

- Defence Construction (1951) Limited

## Classes of Records

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DCL/OPR-005 *Formerly Identified as:* DCL-10

### Construction, Repairs and Maintenance Contracts

*Description:* Information on contracts for construction, maintenance and repairs. *Topics:* Request for contract from National Defence; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. *Retrievability:* Files arranged by type of project (construction or repairs and maintenance).

DCL/OPR-010 *Formerly Identified as:* DCL-20

### Consultant Contracts

*Description:* Information on consultant contracts. *Topics:* Request for contract from National Defence; correspondence on contract negotiations; contracts; change orders; progress claims.

DCL/OPR-015 *Formerly Identified as:* DCL-30

### Solicitations

*Description:* Documents submitted by contractors, consultants and suppliers on the services they provide or the products they manufacture. *Topics:* Brochures and letters giving details on experience, names of staff, projects completed; pamphlets on manufactured products or equipment. *Retrievability:* Files arranged by company.





# **ECONOMIC COUNCIL OF CANADA**

## **Chapter 37**

# ECONOMIC COUNCIL OF CANADA

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## ECONOMIC COUNCIL OF CANADA (ECC)

### CURRENT RESEARCH ACTIVITY

(CRA)

005 Twenty-second Annual Review  
010 CANDIDE  
015 Taxation of Capital Income  
020 Government Enterprises  
025 Technological Change and  
    Labour Markets  
030 Explorations  
035 Adjustment and Adaptation

### POLICY ADVICE ACTIVITY

(PAA)

040 Energy  
045 Twenty-first Annual Review  
050 Regional Studies -  
    Development  
055 Technological Change,  
    Productivity and Growth  
060 Twentieth Annual Review  
065 Nineteenth Annual Review  
070 Financial Markets  
075 Labour Markets  
080 Financing Confederation  
085 Eighteenth Annual Review  
090 Reforming Regulation  
095 Seventeenth Annual Review  
100 Newfoundland Development

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
ECONOMIC COUNCIL OF CANADA  
P.O. BOX 527  
OTTAWA, ONTARIO  
K1P 5V6

# ECONOMIC COUNCIL OF CANADA

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## Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963, with broad terms of reference to study and report on Canada's economic development. Under the *Economic Council of Canada Act* the Council has a special mandate to advise the government on how Canada can achieve the highest possible levels of employment and efficient production so that the country may enjoy a high and consistent rate of economic growth and all Canadians may share in rising living standards.

## Laws and Regulations

- Economic Council of Canada Act, 1963
- Bylaws of the Economic Council of Canada

## Overall Responsibilities

The Council has three principal functions:

- to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;
- to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance; and
- to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

The Council must also transmit an annual report to the Minister responsible on the activities of Council, including financial statements; and prepare and publish an annual review of medium- and long-term economic prospects and problems. The Council may also publish other studies and reports; the themes of these projects involve virtually every aspect of daily life. The Council's work has included studies of such diverse subjects as the distribution of wealth among Canada's regions, the cost of taking a taxi in Montréal, land-use planning in Vancouver, and the effect of the spruce budworm on Newfoundland's economy.

In addition to its regular program of research, the Council at times undertakes special projects referred to it by the Prime Minister and reports on these to the public. In recent years, these have included a major study of government regulation in Canada and a detailed analysis of the economy of Newfoundland.

## Organization

The Council is made up of an appointed board of up to 28 members, supported by a full-time staff of economists and other specialists who work under the direction of a chairman and two full-time directors. The appointed members of the Council are representative of various sectors of Canadian society. The chairman and the two directors are members of the Council.

The staff is organized into a number of research project and support service groups. The former undertake research into specific aspects of the economy, including relations with other countries, and upon completion of a research task, permanent personnel are reassigned. New groups are created from time to time to address economic issues of current and possible future concern.

## Key Contacts

### Information Officer, Enquiries

Tower A  
333 River Road  
Vanier, Ontario  
K1P 5V6  
Telephone: (613) 993-1253, Ext. 320

### Chief, Media Relations

Tower A  
333 River Road  
Vanier, Ontario  
K1P 5V6  
Telephone: (613) 993-2805

### Public Affairs

Tower A  
333 River Road  
Vanier, Ontario  
K1P 5V6  
Telephone: (613) 993-1253, Ext. 240

## Library

The library, set up shortly after the Council's creation, contains some 30,000 books, documents, reference works, and periodicals covering the subjects of economics, finance, social sciences, and statistics. A reading room and several carrels are available for researchers at

### Library and Reading Room

Tower A  
333 River Road  
Vanier, Ontario  
K1P 5V6  
Telephone: (613) 993-1253, Ext. 299

## Records Supervisor

Tower A  
333 River Road  
Vanier, Ontario  
K1P 5V6  
Telephone: (613) 993-1253, Ext. 238

## Legal Counsel

General Counsel  
Legal Services to the Privy Council Office  
Department of Justice  
Ottawa, Ontario  
K1A 0H8  
Telephone: (613) 992-5565

## Major Publications

All Council documents and research papers (under author's name) are available for perusal at the Council's library, where a complete list of these materials is available. All Council publications are available in both official languages and may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from:



# ECONOMIC COUNCIL OF CANADA

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Canadian Government Publishing Centre  
Supply and Services Canada  
Hull, Québec  
K1A 0S9

## Annual Reviews

- Steering the Course, 21st Annual Review, 1984 (EC 21-1/1984E)
- On the Mend, 20th Annual Review, 1983 (EC21-1/1983E)
- Lean Times — Politics and Constraints, 19th Annual Review, 1982 (EC21-1/1982E)
- Room for Manoeuvre, 18th Annual Review, 1981 (EC21-1/1981E)
- A Climate of Uncertainty, 17th Annual Review, 1980 (EC21-1/1980E)

## Other Council Reports

- Connections: An Energy Strategy for the Future, 1985 (EC22-124/1985E)
- Western Transition, 1984 (EC22-123/1984E)
- The Bottom Line: Technology, Trade, and Income Growth, 1983 (EC22-113/1983E)
- Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector, 1982 (EC22-111/1982E)
- In Short Supply — Jobs and Skills in the 80s, 1982 (EC22-108/1982E)
- Financing Confederation, 1982 (EC22-103/1982E)
- Newfoundland: From Dependency to Self-Reliance, 1980 (EC22-85/1980E)

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Economic Council of Canada  
P.O. Box 527  
Ottawa, Ontario  
K1P 5V6  
Telephone: (613) 993-1030

## Major Data Sources

Research projects rely almost exclusively on data published by major organizations in the private sector, governmental departments and agencies (particularly Statistics Canada), and numerous international agencies. Special tabulations of such data are frequently compiled for the Council. On occasion, special surveys have been undertaken to develop required data; for instance, surveys of firms were undertaken in 1980-81 to assess skill shortages and innovation and invention activity.

## Major Council Activities

### Annual Review

Under its Act, the Council must publish annually a medium-term economic review. This publication — the Council's annual assessment of the medium- and long-term prospects for the Canadian economy — is published each fall. In it, the Council seeks to provide an analysis of the performance of the Canadian economy, to look at the effectiveness of current economic policies, and to set out policy options that the Council believes will improve the country's economic well-being. The recommendations in the annual reviews arise from the deliberations of the Council's appointed members. Thus, they represent the official view of the Council as a whole. Individual members are free to publish dissenting opinions or comments.

## Special Research Projects

From time to time, the Council embarks on detailed studies of current and emerging economic issues in Canada and the outside world. Once approved by Council, the staff carry on research that may lead to publication of "consensus" reports — that is, research and policy publications that are endorsed by the majority of Council members.

## Background Papers

Background research and unpublished documents related to all project activities within the Council are maintained and organized at the Records Office under the title of the project, the name of the author and final report title. Quantitative information presented in any report is documented, and worksheets are available at Statistical Services.

For long-past publications, background studies to major Council documents are held by the Public Archives of Canada. Interested members of the public are welcome to contact the Council's Information Division to obtain a publication list and to enquire about access to documents of interest. Included are numerous technical papers and the magazine *Au Courant*, which provides non-technical articles on many of the Council's reports and technical studies. These are available to the public, in limited quantities, free of charge.

## Support Divisions

### Information Division

This division is responsible for translating and editing Council documents, for publishing and disseminating Council reports in both languages, for providing public information, and publishing a quarterly magazine.

### Data Processing Division

The Council's statistical and data processing service maintains close links with researchers. One part of this group is concerned with writing computer programs and manipulating large quantities of data. A large portion of the computing power and needs of the Council is purchased from service bureaus; however, use of personal computers (CPC's) is increasing. The other segment of the group is responsible for the verification of sources and accuracy of all data. Any tabulation or calculation appearing in Council reports is submitted to such verification before being made public. Records of such information are kept on file under the management of the Chief of Statistical Services.

## Classes of Records

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ECC/CRA-005 Formerly Identified as: ECC-10

### Twenty-second Annual Review

*Description:* Research and background material for the Twenty-second Annual Review to be released in the fall of 1985. *Topics:* Total factor productivity, its meaning and measurement, and an evaluation thereof in a domestic and international perspective; macroeconomic conditions; monetary policy in a world perspective; Canadian investment performance; and consideration of policy options for attainment of performance targets in all major economic goal areas, as developed through the Council's computerized model of the Canadian economy (CANDIDE).

## ECONOMIC COUNCIL OF CANADA

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### ECC/CRA-010 *Formerly Identified as:* ECC-20 **CANDIDE**

*Description:* Information and unpublished documents on the Council's computerized econometric model (CANDIDE 3.0 and earlier versions). The model allows measurement of current performance and simulation of future performance under various scenarios and policy options. The simulations are designed to assess the impact of changes in economic performance that may result from changes in public policy or in economic conditions in Canada and abroad. The process of updating the model and assessing the influences of changing conditions is continuous.

### ECC/CRA-015 *Formerly Identified as:* ECC-60 **Taxation of Capital Income**

*Description:* Research and unpublished material on the taxation of capital income. *Topics:* Consequences of present and alternative tax treatments of capital incomes for the allocation of resources and in the distribution of income; developing recommendations for improved capital income tax structures; specification of transitions necessary to implement the recommendations; specification of related changes in capital markets and financial instruments that may be called for.

### ECC/CRA-020 *Formerly Identified as:* ECC-70 **Government Enterprises**

*Description:* Research and unpublished material on all government enterprises engaged in the production of generally marketable goods and services. *Topics:* The appropriate role to be played by such enterprises and ways in which the system of incentives and controls affecting them may be altered so as to make them more desirable instruments of public policy; performance of government corporations; ability of such enterprises to effectively provide various goods and services.

### ECC/CRA-025 *Formerly Identified as:* ECC-80 **Technological Change and Labour Markets**

*Description:* Research and unpublished material on developments in technology and the implications thereof for labour markets. *Topics:* The growth, change, and other occupational and industrial shifts in employment arising from technological change; institutional adaptations, such as industrial relations, patterns of working time, compensation, and the quality of working life, that may be associated with technological change; education and mobility required by the adjustment process; social measures required to distribute equitably the benefits and costs resulting from technological change.

### ECC/CRA-030 *Formerly Identified as:* ECC-110 **Explorations**

*Description:* Preliminary investigation of various economic issues to determine their nature, scope and pertinence to the Council's future research program and organization of colloquia to address major economic, social and environmental issues not currently being researched. *Topics:* The status of Canadian agriculture; the interrelationships between the environment and the economy; health care in Canada; post-secondary education; and economic status of women.

### ECC/CRA-035 *Formerly Identified as:* NO REFERENCE **Adjustment and Adaptation (New)**

*Description:* Research and background material concerning economic responses required to adjust and adapt to conditions that arise from changes in international trade circumstances, technology and demand. *Topics:* Impacts of changing trade conditions on Canadian industry; varying industrial adjustments required by the primary, manufacturing and service sectors of the economy; social assistance program design that will accommodate industrial adaptation and social justice objectives; and impacts of imposed economic changes on various geographic regions.

### ECC/PAA-040 *Formerly Identified as:* ECC-50 **Energy**

*Description:* Research and unpublished material relating to the Council consensus document, *Connections: An Energy Strategy for the Future*. *Topics:* World and domestic supplies of and demand for various forms of energy; the policy setting in which energy is produced and consumed; energy conservation and substitution; and designs for new energy strategies.

### ECC/PAA-045 *Formerly Identified as:* ECC-10 **Twenty-first Annual Review**

*Description:* Background research and unpublished documents related to the Twenty-first Annual Review, 1983. *Topics:* The medium-term economic outlook; government in the economy including consideration of the public debt; the business and international debt situation; employment and unemployment; technological changes; and targets for economic performance.

### ECC/PAA-050 *Formerly Identified as:* ECC-40 **Regional Studies — Development**

*Description:* Background research and unpublished documents prepared as background to the Council consensus document, *Western Transition*. *Topics:* Problems and prospects facing Canada's four western provinces; the constitutional and economic settings in which western development will take place; elaboration of prospects for development in the resource-based industries, transportation, the service sector and manufacturing; and the impact and opportunities associated with urbanization.

### ECC/PAA-055 *Formerly Identified as:* ECC-120 **Technological Change, Productivity and Growth**

*Description:* Research and unpublished material relating to the Council consensus document, *The Bottom Line: Technology Trade and Income Growth*. *Topics:* Report on industrial policies and challenges faced by governments and the private sector in promoting technological change, productivity growth and competitive trading sectors.

### ECC/PAA-060 *Formerly Identified as:* ECC-130 **Twentieth Annual Review**

*Description:* Background research and unpublished documents related to the Twentieth Annual Review, 1983. *Topics:* Changes in the demographic and structural nature of the economy with special references to the social services' "safety net" and the role of women in the work force; consideration of performance targets set as challenges to policy makers; policies designed to attain elaborated targets in a period of change.

### ECC/PAA-065 *Formerly Identified as:* ECC-140 **Nineteenth Annual Review**

*Description:* Background material for the 1982 Annual Review. *Topics:* Inflation; investment; balance of payments; federal economic development, energy, monetary, fiscal and incomes policies; unemployment insurance premiums; government deficits in times of recession; world and domestic oil pricing; adjusting for inflation.

### ECC/PAA-070 *Formerly Identified as:* ECC-150 **Financial Markets**

*Description:* Background material for the Council consensus document, *Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector*. *Topics:* Effectiveness of government credit and credit guarantees to business, agriculture, export trade and housing; nature, scope and objectives of government intervention; operation and efficiency of private financial markets; impact of government intervention on the allocation of financial and real resources; efficiency of delivery of financial assistance.



## ECONOMIC COUNCIL OF CANADA

ECC/PAA-075 *Formerly Identified as:* ECC-160

### **Labour Markets**

*Description:* Background research and unpublished documents related to the Council consensus document, *In Short Supply: Jobs and Skills in the 1980s*. *Topics:* Unemployment, job supply and demand; effectiveness of manpower training programs; job search and labour market mechanisms; shortages of skilled labour; gearing training to labour market requirements; the importance of information in balancing jobs and skills; potential for job creation.

ECC/PAA-080 *Formerly Identified as:* ECC-170

### **Financing Confederation**

*Description:* Background research and unpublished documents related to the Council consensus document, *Financing Confederation: Today and Tomorrow*. *Topics:* The future of equalization payments and of "conditional" federal-provincial grants related to expenditures on health and postsecondary education; the implications of intergovernmental fiscal arrangements for stabilization policy; natural resource pricing decisions and the fiscal positions of federal and provincial governments and intergovernmental transfers; implications of the transfer system for the economy.

ECC/PAA-085 *Formerly Identified as:* ECC-180

### **Eighteenth Annual Review**

*Description:* Research and background material for the 1981 Annual Review. *Topics:* Performance and development prospects — price and cost developments; inflation; employment and productivity objectives.

ECC/PAA-090 *Formerly Identified as:* ECC-190

### **Reforming Regulation**

*Description:* Background research and unpublished documents for this study on the impact of regulation on business; also specific sectors — telecommunications, transportation, fisheries, agricultural marketing boards — and general issues such as occupational health and environmental pollution. *Topics:* Land use; food processing and distribution; health and safety; occupational licensing and labour relations, with emphasis on the regulatory dimension; the cost of regulatory compliance confronting large and small businesses. *Special Access Note:* This consensus document was preceded by an interim report entitled: *Responsible Regulation (EC22-70/1979)*. The interim report defined the subject to be researched, the research framework,

the balance between the direction and control of statutory regulatory agencies, and the necessary autonomy for such agencies to carry out their functions, as well as the need to improve governmental decision-making on regulation.

ECC/PAA-095 *Formerly Identified as:* ECC-200

### **Seventeenth Annual Review**

*Description:* Background material for the 1980 Annual Review. *Topics:* National economic trends 1970 to 1980; projections developments and investment — effects on the national economy, energy self-sufficiency objectives and government budgets; research on productivity trends, particularly the slowdown in productivity improvement.

ECC/PAA-100 *Formerly Identified as:* ECC-210

### **Newfoundland Development**

*Description:* Background research and unpublished material for a study on the Newfoundland economy proposing a medium-term development strategy, based on improvement of productivity and employment performance. *Topics:* Ways of reducing the unemployment rate; raising earned incomes; reducing dependency on federal transfers; assisting the province to plan its own development approach history, settlement patterns and work attitudes of the province and its people; employment dimensions — frictional unemployment, seasonal unemployment and migration; productivity and performance in fisheries, mining, forestry, oil and gas and in some service sectors; regional disparities and income maintenance issues; projections of the provincial labour force.

## **Deleted Classes of Records**

The following classes of records have been deleted either because they contain information found in other classes of records as noted or because they are being transferred to Public Archives Canada:

ECC-30 Growth and Productivity (See ECC/CRA-005 **Twenty-Second Annual Review**)

ECC-90 Canadian Agriculture (See ECC/CRA-030 **Exploration**)

ECC-100 Economic Status of Women (See ECC/CRA-030 **Exploration**)

ECC-220 Sixteenth Annual Review

ECC-230 One in Three: Pensions for Canadians to 2030



**CANADA EMPLOYMENT  
AND IMMIGRATION COMMISSION  
AND  
DEPARTMENT OF EMPLOYMENT  
AND IMMIGRATION**

**Chapter 38**

# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

## CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

(EIC)

### INTERNAL AUDIT

(IAB)

005 Internal Audit  
010 Working Papers  
015 National Audits  
020 Regional Audits

### EXECUTIVE SECRETARIAT

(SEC)

025 Secretariat  
030 Executive Management Services  
035 Intergovernmental Affairs  
040 Access to Information and Privacy  
045 Human Rights  
050 Emergency Planning  
055 Security

### CORPORATE INITIATIVES

(COR)

060 Corporate Initiatives

### IMMIGRATION

(IMM)

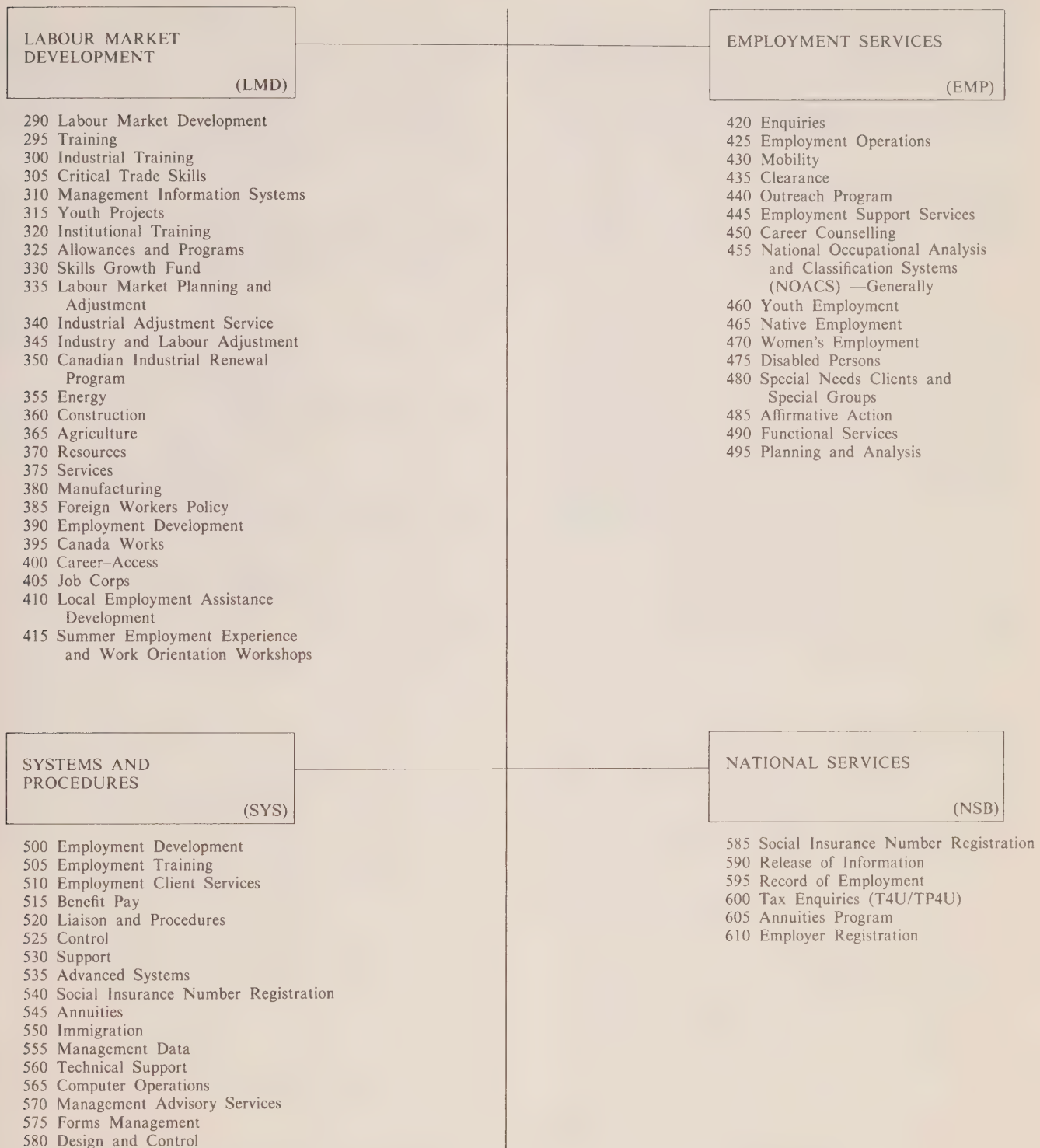
065 General  
070 Identification and Travel Documents  
075 Enforcement  
080 Exclusion and Removal  
085 Transportation  
090 Special Events  
095 Examination  
100 Monitoring and Analysis  
105 Enforcement Intelligence  
110 Data Systems  
115 Records of Entry  
120 Admission of Applicants to Canada  
125 Refugees and Displaced Persons  
130 Settlement Assistance and Transportation Loans  
135 Adjudication  
140 Adjudication Enquiries  
145 Detention  
150 Status

### INSURANCE

(INS)

155 Enquiries  
160 Actuarial Services  
165 Policy and Legislation Development  
170 Briefs and Representations  
175 Coverage and Premium Policy  
180 Supplemental Unemployment Benefits  
185 Labour Adjustment Benefit  
190 Benefit Entitlement  
195 Ancillary Policies on Benefit Entitlement  
200 Claims Analyses  
205 Premium Reduction Program  
210 Appeals  
215 Control Policy  
220 Planning and Analysis  
225 Control Programs  
230 Control Programs — Payment of Unemployment Insurance Benefits  
235 Control Programs — Social Insurance Numbers  
240 Manual Report on Hirings  
245 Automated Earnings Reporting System  
250 Automated Report on Hirings  
255 Medical Advisory Services  
260 Insurance Program Services  
265 Interstate Benefits  
270 Record of Employment  
275 Forms Development  
280 Monitoring and Analysis  
285 Comprehensive Tracking System

# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION





CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND  
DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

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PUBLIC AFFAIRS

(PAF)

615 Organization and Planning

STRATEGIC POLICY AND  
PLANNING

(SPP)

620 General  
625 Census  
630 Research  
635 Canadian Occupational Projection  
System  
640 Strategic Planning  
645 Operational Planning  
650 Data Development  
655 International Analysis and Regional  
Relations  
660 OECD Manpower and Social Affairs  
Committee  
665 Immigration  
670 Insurance  
675 Job Creation and Employment  
Services  
680 Training  
685 Special Needs  
690 Unemployment Insurance Policy  
Development and Analysis  
695 Unemployment Insurance Program  
Impact Analysis  
700 Immigration and Demographic  
Analysis  
705 Labour Market Studies  
710 Labour Market Policy Analysis  
715 Current Economic Analysis

DIRECTOR  
PUBLIC RIGHTS ADMINISTRATION  
EMPLOYMENT AND IMMIGRATION  
CANADA  
4TH FLOOR  
PLACE DU PORTAGE, PHASE IV  
HULL, QUEBEC  
K1A 0J9

# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

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## Background

The *Employment and Immigration Reorganization Act* 1977 created the Canada Employment and Immigration Commission and a small associated Department of Employment and Immigration. Together they are responsible for all labour market, employment, unemployment insurance and immigration programs and services.

## The Commission

Four persons head the Commission: a chairman, who is Chief Executive; a vice-chairman; and two commissioners — one representative of workers and the other representative of employers.

## The Department

The Chairman and Vice-Chairman act as Deputy Minister and Associate Deputy Minister of the Department.

Two other bodies report to Parliament through the Minister: the Canada Employment and Immigration Advisory Council, and the Immigration Appeal Board.

## Laws and Regulations

- Unemployment Insurance Act, 1971, SC 1970-71-72, c. 48 (excluding Parts IV and VIII) and Associated Regulations, i.e., Unemployment Insurance Regulations, CRC 1978, Volume XVIII, c. 1576 and the National Employment Service Regulations, CRC 1978, Volume XVIII, c. 1573
- Employment and Immigration Reorganization Act SC 1976-77, c. 54, including Part I — Employment and Immigration Department and Commission Act, and Part II — Canada Employment and Immigration Advisory Council Act
- National Training Act, SC 1980-81-82-83, c. 109 and Regulations
- Emergency Gold Mining Assistance Act, RSC 1970, c. E-5, Subsection 6(2)
- Reinstatement in Civil Employment Act, RSC 1952, c. 236
- Immigration Act 1976, SC 1976-77, c. 52 and Regulations
- Employment Tax Credit Act, SC 1977-78, c. 4, s. 7
- Government Annuities Act, RSC 1970, c. G-6 and Regulations
- Government Annuities Improvement Act, SC 1974-75-76, c. 83
- Labour Adjustment Benefits Act, SC 1980-81-82-83, c. 89
- Labour Mobility and Assessment Incentives Regulations, CRC 1978, Volume III, c. 330
- Manpower Mobility Regulations, CRC 1978, Volume XIV, c. 1323
- Adjustment Assistance Benefit Regulations (Footwear and Tanning Workers), CRC 1978, Volume III, c. 317
- Adjustment Assistance Benefit Regulations (Clothing and Textile Workers), CRC 1978, Volume III, c. 316

## Overall Responsibilities

The deputy minister/chairman, associate deputy minister/vice-chairman, and the two commissioners make up the heads of the Commission/Department.

These four people are the immediate extension of the Minister and collectively administer the *Unemployment Insurance Act* as amended, including jurisdiction over the National Employment Service and the *National Training Act*; the *Immigration Act* and various employment programs under Appropriations Acts; and the *Annuities Act*.

They collectively deal with legislative review and consequent amendments; regulatory changes; special applications of the

legislation such as adjudication principles, labour conflicts, work-sharing agreements and job creation projects; appeals to the Federal Court; Unemployment Insurance (UI) premium rates; budgets impacting on the UI fund; appeals to the Commission concerning UI premium reductions; agreements with provinces or other countries; appointment of agents; delegation of authority to officers as employees of the Commission/Department; annual reports to the Minister and Parliament; all submissions to Cabinet; and major directives to field offices concerning CEIC programs.

The two commissioners — one representing labour and the other employer interests — develop consultative mechanisms, dialogues, and information programs with business, union and employer associations and councils, keeping such groups well-informed on legislative, policy and program matters affecting them.

## Organization

The Commission/Department's headquarters comprises nine major groups; four are directly concerned with services to the public: Immigration, Insurance, Labour Market Development and Employment Services; three provide professional, technical and administrative services: Systems and Procedures, Personnel, and Finance and Administration; the other two major groups are Public Affairs and Strategic Policy and Planning. An executive secretariat provides all services necessary to corporate decision-making, policy formulation, federal-provincial and international relations, and for administering Access to Information, Privacy, and Human Rights legislation within the Commission.

The Canada Employment and Immigration Commission is further organized into ten regions responsible for administering some 900 points of service across Canada. Each region is headed, in the cases of Québec and Ontario, by an executive director, and in all other instances, by a Director General. The Commission employs, across Canada, about 25,000 staff.

## General Information

Available free in every CEIC office are pamphlets, brochures and other publications covering a wide variety of programs and services offered by the Commission and some other departments and agencies, both federal and provincial. Publications of a general nature, if not available at local offices, may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Publications Centre, Supply and Services Canada, Ottawa, Ontario, K1A 0S9.

Library services are available at CEIC's Head Office and regional offices at the following addresses:

### Head Office

Employment and Immigration Canada  
Place du Portage, Phase IV  
Hull, Québec  
K1A 0J9

### Regional Offices

#### Newfoundland

Employment and Immigration Canada  
P.O. Box 12051  
167 Kenmount Road  
St. John's, Newfoundland  
A1B 3Z4

# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

## Nova Scotia

Employment and Immigration Canada  
P.O. Box 2463  
1888 Brunswick Street  
Halifax, Nova Scotia  
B3J 3E4

## Prince Edward Island

Employment and Immigration Canada  
P.O. Box 8000  
199 Grafton Street  
Charlottetown, P.E.I.  
C1A 8K1

## New Brunswick

Employment and Immigration Canada  
P.O. Box 2600  
565 Priestman Street  
Fredericton, New Brunswick  
E3B 5V6

## Québec

Employment and Immigration Canada  
1441 St. Urbain Street, 9th Floor  
P.O. Box 7500  
Montréal, Québec  
H2X 2M6

## Ontario

Employment and Immigration Canada  
4900 Yonge Street  
Suite 700  
Willowdale, Ontario  
M2N 6A8

## Manitoba

Employment and Immigration Canada  
Eaton Place  
Room 710  
330 Graham Avenue  
Winnipeg, Manitoba  
R3C 4B9

## Saskatchewan

Employment and Immigration Canada  
Financial Building  
600-2101 Scarth Street  
Regina, Saskatchewan  
S4P 2H9

## Alberta and Northwest Territories

Employment and Immigration Canada  
5th Floor  
9925 — 109th Street  
Edmonton, Alberta  
T5K 2J8

## British Columbia and Yukon Territory

Employment and Immigration Canada  
Royal Centre  
1055 West Georgia Street  
Box 11145  
Vancouver, British Columbia  
V6E 2P8

## Access Procedures

As Access Co-ordinator, the executive secretary is responsible for the administration of the *Access to Information Act* within the Department and can be reached at the following address:

Executive Secretary  
Employment and Immigration Canada  
13th Floor  
Place du Portage, Phase IV  
Hull, Québec  
K1A 0J9

A formal request under the *Access to Information Act*, must be made by completing an Access to Information Request Form and forwarding it to the following address:

Director  
Public Rights Administration  
Employment and Immigration Canada  
4th Floor  
Place du Portage, Phase IV  
Hull, Québec  
K1A 0J9

## THE COMMISSION

### INTERNAL AUDIT BUREAU

The Internal Audit Bureau is responsible for audits conducted within CEIC. Programs external to and funded by CEIC are also subject to audit.

Internal Audit reviews and appraises the effectiveness and efficiency of all operational and financial procedures and systems and identifies areas for improvement.

### EXECUTIVE SECRETARIAT

This office, comprising five directorates, provides services necessary to corporate planning, policy formulation, federal-provincial and international relations and the application of public rights management. An extension of the Office of Chairman/Deputy Minister, it co-ordinates corporate executive decision-making, particularly deliberations on statutory matters.

Corporate policy formulation is affected by the range of programs and services offered to the public by CEIC; the provisions of Acts and regulations governing the operation of programs; government decisions altering the way CEIC operates, evaluates and pays for programs and services; and events occurring in federal-provincial or international relations.

### Executive Management Services Directorate

This directorate manages the processes governing CEIC's business conduct at the national level. It develops guidelines and support mechanisms affecting deliberations by the Commission proper, the Executive Committee, and other executive bodies; it provides all necessary secretariat support services including research, conference scheduling, minute preparation, follow-up control action and systemic control; it prepares specifically formatted briefing material used by the Minister; and it manages a computerized corporate correspondence control system operating from the deputy head's office, which includes a parliamentary returns unit.

### Intergovernmental Affairs — External Liaison Directorate

This directorate maintains formal liaison with provincial governments and the private sector on all matters affecting major initiatives taken in the labour market, immigration or unemployment insurance areas; it advises the Minister and Senior Executive on interlocking interests with the provincial governments, on intergovernmental or international relations and on courses of action recommended by a



# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

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variety of special task forces or committees. The directorate also arranges conferences or visits by CEIC executives and prepares all associated material.

## Public Rights Administration Directorate

This directorate co-ordinates CEIC responses to enquiries and access requests made under the *Access to Information Act* and *Privacy Act*, and develops measures ensuring that the *Canadian Human Rights Act* is effectively applied within CEIC; it sets policies, develops educational support, establishes mechanisms, and administers the public rights of Canadians in respect of the legislation; it responds to complaints lodged with any of the Information, Privacy, or Human Rights commissioners; it notifies the public of access decisions taken, arranging where appropriate for the production of official files for scrutiny; and it acts as a monitoring body, gathering data on the operation of the legislation and providing reports to the Minister and public rights commissioners.

## Emergency Planning Directorate

This directorate centrally co-ordinates all emergency human resources planning for Canada through CEIC's headquarters and field offices as the National Emergency Agency for Human Resources (NEAHR). In liaison with emergency and security agencies, such as the Department of National Defence, the RCMP and Emergency Planning Canada, it issues policies, emergency procedures and periodic standing orders on alternatives for CEIC operations in the event of major disasters, wars or civil emergencies.

## Security Directorate

This directorate provides policy analysis and advice on security matters; it administers a special control program for receipt, storage and distribution of sensitive intelligence and security information and administers programs of co-operation with the RCMP.

## CORPORATE INITIATIVES

This group, reporting directly to the deputy head, initiates, manages and co-ordinates corporate projects in the areas of quality of service and productivity improvement; it acts as the deputy head's service improvement centre, promoting quality of service and productivity improvement strategies throughout the CEIC and advising the corporate organization; and it also undertakes special assignments outside the scope of normal program or service areas.

## IMMIGRATION

This group, composed of four branches and one directorate, administers Canadian immigration law through the selection of immigrants, the entry of refugees, temporary workers, foreign students, other visitors and tourists. Other responsibilities include assisting Canadian residents on their return to Canada, applying enforcement and control measures to protect the health, safety and good order of Canadian society, and assisting in settling recently arrived immigrants.

Immigration levels are influenced by Canadian labour market considerations, regional demographic needs and consultations with individuals and organizations, both domestic and international. Each year in the Minister's report to Parliament, proposed immigration levels are announced for a specific time period; normally, special groups such as refugees are reflected in the projections but, in some cases, numbers of refugees might be increased as a result of unforeseen circumstances.

## Manuals

- Employment Manual — note especially the following portions: transportation loans, adjustment assistance program, immigrant settlement and adaptation program, validation of employment offers
- Federal-Provincial Immigration Agreements
- Immigration Manual (IC) — security guidelines and procedures containing information defined as internal communications, such as security and criminal criteria relating to immigrants and visitors, and guidelines for detecting visa and passport forgeries
- Immigration Manual (ID) — guidelines and procedures on the collection of immigration information
- Immigration Manual (IE) — guidelines, procedures, instructions and background information on examinations at Canadian ports of entry, inland control, appeals and litigation, removals and security deposits (bonds)
- Immigration Manual (IL) — legislative component (including the *Immigration Act*, 1976) for the guidance of immigration officers
- Immigration Manual (IS) — guidelines, procedures, instructions and background information on the recruitment, selection and processing of immigrants and visitors abroad; inland control; appeals and litigation; removals; and security deposits (bonds)
- Occupational Demand and Area Report
- Primary Immigration Examination Directives — for customs officers at ports of entry dealing with the initial examination of persons seeking admission to Canada
- Transportation Directives — information to carriers of their responsibilities under the *Immigration Act* when conveying passengers to Canada
- Travel Information — international publication that includes Canadian passport and visa requirements
- Treasury Board Terms and Conditions — information regarding the adjustment assistance program, immigrant settlement and adaptation program, host program for refugee settlement
- World Index — advises immigration officers and RCMP liaison officers, country by country, on security and criminal examination facilities, medical facilities, coding information and visa requirements

## Operations Branch

Through three directorates, this branch administers the *Immigration Act* and Regulations as it pertains to the examination of persons seeking entry into Canada; facilitates entry of diplomats, temporary workers, foreign students and other legitimate visitors; denies use of Canadian territory to persons who are likely to engage in criminal, subversive or terrorist activities; prohibits inadmissible persons from entering Canada; removes from Canada those in breach of the provisions of the legislation; and explains and interprets, for immigration officers, other federal and provincial departments and agencies and concerned individuals, those sections of the legislation and policy that are the responsibility of the branch.

## Case Review Directorate

This directorate is concerned with representations regarding the admission of immigrants, workers and students. It has the authority to resolve exceptional cases by means of Minister's permits, Special Review Committee discretion and Order-in-Council. The directorate also administers the Act as it relates to preventing the movement to, admission to or continued stay in Canada of persons who are not permitted under the Act to enter or remain here. This responsibility involves the identification, apprehension, detention and prosecution of such persons, as well as protecting the Minister's interest in subsequent appeals and litigation to which these persons are entitled.

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## Procedures and Instructions Directorate

This directorate administers the legislation as it relates to admission and enforcement procedures; to transportation companies, vehicles and crews coming into Canada; to inland investigations; to arrests and prosecutions, enquiries and appeals; and to removals and departure notices. The directorate provides explanation, interpretation, instruction and guidance on the immigration legislation for immigration officers, other federal and provincial agencies and concerned individuals. It also interprets, disseminates and monitors immigration legislation by issuing and revising guidelines, procedures and instructions.

## Analysis and Intelligence Directorate

This directorate monitors the branch's activities. It evaluates intelligence received from within CEIC, law enforcement agencies and other sources on persons and organizations, with regard to illegal immigration practices.

## Planning and Program Management Branch

Through its three directorates and the Legislative Review Committee, this branch provides operational and administrative support to the Immigration Program in the following forms: program planning; performance measurement; creation and maintenance of computerized program data banks; staff training; operational guidance to personnel working at regional and local offices; review and amendment of the *Immigration Act* and Regulations; management-union consultations; and secretariat services.

## Program Data Directorate

Responsibilities of this directorate include the development, co-ordination, collection, verification and maintenance of computerized record systems on immigration activities, and the creation and production of reports concerning such activities or their analysis. Information from computerized records is made available to CEIC offices at various levels and to the Public Affairs (Information Services) component of CEIC for delivery to the public. The directorate is also responsible for storing and accessing all records on microfilm dealing with the status of individuals, i.e., immigrant and visitor documentation.

## Co-ordination and Liaison Directorate

This directorate co-ordinates immigration input into CEIC and government programs and co-ordinates and implements CEIC and government policies, procedures and guidelines at headquarters. Support is given to the Minister by providing material pertaining to the immigration program and the processing of correspondence addressed to the Minister on immigration matters. The directorate provides secretariat services to immigration management committees; supports the delivery of the immigration program (development of staff training materials, manual production, forms management, co-ordination of production and delivery of immigration officers' uniforms); co-ordinates the Department's response to requirements associated with the Access to Information and Privacy legislation and negotiates and liaises with External Affairs on the funding and the delivery of programs abroad, secondments, visa officer training and other unresolved matters.

## Resource Planning and Control Directorate

This directorate provides immigration input to CEIC planning, budgeting and expenditure control processes and is responsible for measuring the performance of the immigration program.

## Legislative Review Committee

The chairperson of this committee maintains and provides information and advice on the origin, intent and interpretation of the *Immigration Act* and related legislation. The chairperson establishes and manages systems concerned with the design and analysis of proposals for new or amended legislation.

## Policy and Program Development Branch

This branch, through five directorates, administers policy, sets priorities and provides guidance to immigration field offices on the admission of immigrants and visitors. In particular, this includes levels of immigration, by classes and categories, in response to such concerns as occupational demand in the Canadian labour market; humanitarian considerations relating to the relief of refugees; social policies reflected in family reunification programs; or the need for temporary admission for study or for seasonal or other short-term employment.

Levels of immigration are formulated on the basis of analysis and consultation relating to each of the three classes of the immigration intake. In the labour market, the object is to select workers with specific skills needed to meet labour force shortages in Canada.

The number of refugees admitted each year is set out in an annual refugee plan specifying a global number of refugees to be accepted and allotment areas from which they are to be selected. This plan is formulated in consultation with private groups, provincial governments and the United Nations High Commission for Refugees.

The number of family class applicants admitted has a direct relationship to the number of applications submitted each year by family members already residing in Canada.

## Policy Development Directorate

This directorate develops policy on levels and composition of immigration to Canada. Consultation occurs with provincial governments and with other agencies both public and private. It is responsible for preparing submissions to Cabinet and an annual report to Parliament and for developing admission policy on students and non-immigrant workers.

## Regional Policy and Program Relations Directorate

This directorate develops federal guidelines for federal-provincial consultations required by the *Immigration Act* and co-ordinates such consultations; develops or modifies immigration agreements with the provinces, both in general and in specific policy areas, such as refugees, settlement and foreign workers; manages and monitors existing agreements with provinces; provides advice to management on the need for new programs or other efforts; and develops new approaches to meet current and future needs.

## Program Development Directorate

This directorate is responsible for the development, management and administration of all Commission programs governing the admission of specific categories of immigrants and visitors. These include those programs related to temporary workers, students, academics, entertainers, domestics, medical doctors, seasonal farm workers, carnival workers, entrepreneurs and self-employed persons, engineers, graduate assistants and adoptions.

## Refugee Affairs Directorate

This directorate is charged with the development and monitoring of CEIC programs for refugees and other humanitarian programs and for designing the processes and the selection standards to give effect to



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these policies. It also maintains liaison with other government departments concerned with refugee affairs, specifically External Affairs, and other private interest groups. The creation and maintenance of records reflects the need to maintain a viable system of retention and access to a wide variety of material required to carry out these functions, e.g., background material on refugee situations in other parts of the world, and procedural and policy advice to the field.

## Data Analysis and Forecasts Directorate

This directorate is responsible for the design and development of immigration processing systems in order to manage immigration components in accordance with levels established by Cabinet. The directorate also monitors immigration processing, forecasts immigrant landings, and carries out simulations of policy alternatives.

## Settlement Branch

This branch is concerned with promoting a smooth transition to a new life in Canada for refugees and others who immigrate here. The branch administers the various programs of financial assistance to immigrants, such as transportation loans and contributions to cover the basic needs of life. Contributions are also made to voluntary organizations involved in providing settlement services to newcomers, including interpretation and counselling. Forms of assistance other than financial aid are also provided, such as reception and accommodation services and the matching of refugees to Canadian sponsors.

## Adjudication Directorate

This directorate is responsible for providing adjudication services throughout Canada. The *Immigration Act* and Regulations provide for an adversarial system of quasi-judicial decision-making to determine whether a person seeking to enter Canada may do so, or whether a person already in Canada will be allowed to remain or be required to leave. In addition, the detention of any person detained pursuant to the *Immigration Act* must be reviewed regularly.

The directorate also ensures that immigration enquiries and detention reviews are held in accordance with the *Immigration Act* and Regulations, the principles of natural justice, and within the time frames prescribed by the Act and Regulations.

## INSURANCE

This group develops and promulgates legislative changes, policies and activities governing the delivery of the Unemployment Insurance Program. It is also responsible for developing and promulgating policies and guidelines for the delivery of insurance services; for providing CEIC with actuarial services and advice concerning the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program; and for responding to ministerial enquiries.

In addition, the group develops legislative proposals and policies pertaining to the Unemployment Insurance Premium Reduction Program, which provides for the granting and control of premium reductions to employers with qualified wage loss replacement plans. The group, moreover, represents the Commission in submitting or contesting appeals to higher courts with respect to decisions made concerning payments to individuals or the granting of premium reductions to employers.

The Insurance group defines and recommends to the Commission, objectives, goals, strategies, regulatory changes, priorities and action plans. These provide a basis for long- and short-range operational planning and a basis for measurement of performance.

## Manuals

- Insurance Services Policy Manual — official EIC policies on the administration of the *Unemployment Insurance Act* and Regulations, more specifically centred on the processing of claims, the payment of benefit and other related matters such as: sharing of premium reduction, establishment and maintenance of boards of referees, assignment of benefit, interruption of postal services and union hiring halls
- Digest of Benefit Entitlement Principles — principles (based on and derived from an analysis of applicable legislation and jurisprudence) to be applied in determining entitlement to unemployment insurance benefits. Also includes interpretative analyses of recent selected Canadian Umpire Benefits (CUB)
- Benefit Policy Circulars — used by the Benefit Policies Branch to communicate changes in policies and procedures concerning entitlement determination and appeals
- Umpire's Decisions (Canadian Umpire Benefits — CUB)<sup>\*</sup> — published decisions of the umpire involving entitlement to unemployment insurance benefits
- Index of Umpire Decisions — pertinent decisions handed down by umpires, the Federal Court of Canada and the Supreme Court since 1971 on entitlement to unemployment insurance benefits
- Investigation and Control Manual — policies, programs, directives and procedures governing the investigation and control of UI benefits
- Dictionary of Medical Yardsticks — a reference book used in determining the duration of incapacity for sickness benefit claims. Describes briefly some 500 illnesses or injuries, indicating the periods of incapacity
- Premium Reduction Manual — policies, principles and procedures for processing applications for and determining entitlement to a UI premium reduction, also procedures and guidelines for auditing employers who are granted a reduction

## Actuarial Services Branch

This branch provides CEIC with actuarial services and advice concerning the policy, strategy and operations of the Unemployment Insurance Program and the Government Annuities program. Advice and services are provided on an on-going basis and through specific projects of an actuarial nature; on assessing proposals in relation to predetermined objectives and criteria; through the policy development and the actual determination of minimum and maximum weekly insurable earnings, annual employer and employee premium rates, rates of premium reduction in respect of qualified wage-loss replacement plans, actuarial projections of costs and revenues under the UI accounts, actuarial determination of liability and interest credit and surplus or deficit in respect of the Government Annuities Account; reconciliation of accounts and general assistance to the Auditor General; on actuarial analysis of the financial experience of the Unemployment Insurance Account, the Annuities Account and of the mortality experience under the Government Annuities program, and the preparation of the annual report to Parliament; on the development and operation of the premium reduction appeal system. Much of the advice is required by law (the *Unemployment Insurance Act*, *Government Annuities Act* and *Government Annuities Improvement Act*).

## Insurance Policy Branch

This branch, through three directorates, develops legislative proposals, policies, directives and guidelines governing the eligibility for and the payment of unemployment insurance benefits. The branch also develops and maintains an appeal system for the Commission, employers and dissatisfied claimants. Similarly, the branch develops legislative proposals and policies for granting unemployment



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insurance premium reductions to employers, for reviewing decisions denying a reduction and for auditing employers granted a reduction.

## **Policy and Legislation Development Directorate**

This directorate develops policies relating to the payment of unemployment insurance benefits, the coverage and insurability of employed persons, and the granting of unemployment insurance premium reductions to employers. In addition, the directorate develops the unemployment insurance legislation required for implementing these policies and processes them through the Commission, the Department of Justice and ultimately the Governor-in-Council or Parliament. The above involves the review and analysis of briefs submitted to the Commission, the preparation of discussion or position papers, and liaison with the provinces and other countries on matters impacting on unemployment insurance legislation.

The directorate also develops legislative proposals, policies and guidelines pertaining to the insurability of employment, and reviews and monitors the application of unemployment insurance legislation by Revenue Canada Taxation (RCT). It also develops policies for and administers the Supplemental Unemployment Benefit (SUB) program. Other responsibilities include the co-ordination and development of policies and procedures for the Labour Adjustment Benefit program.

## **Benefit Entitlement Directorate**

This directorate develops and issues national policies, programs and guidelines concerning the entitlement to and the payment of unemployment insurance benefits to individuals who are unemployed and to workers who are off work due to sickness, disability, pregnancy or adoption. The directorate also prepares and distributes circulars and work instruments for use by unemployment insurance agents and provides guidance or decisions to the regions in complex cases.

The directorate also develops legislative proposals and policies pertaining to the unemployment insurance premium reduction program, develops and administers a review system for employers, and develops and maintains an audit function of employers granted a reduction.

## **Appeals Directorate**

This directorate develops and maintains a national unemployment insurance appeal system. This includes developing and implementing national policies and programs arising from legislation and established jurisprudence. The directorate also provides all services necessary to process appeals at each level of the system, namely, the Board of Referees, the Umpire and the Federal Court of Appeal. Canadian Umpire Benefit Decisions (CUBs) are published and provided to the field for reference purposes.

## **Control Branch**

This branch, through its four components, develops, tests and executes policies, programs and procedures for the prevention, detection and deterrence of fraud and abuse in the areas of unemployment insurance benefits. The branch also develops priorities and objectives for the various control activities and assesses overall performance in this regard.

## **Control Policy Directorate**

This directorate reviews and develops policies and guidelines for the investigation and control of all matters relating to unemployment insurance benefits. The directorate also provides functional guidance to the regions.

## **Planning and Analysis Division**

This division develops and maintains the overall plans and strategies and co-ordinates the various activities within the Control Branch. It develops operational guidelines, sets priorities and objectives and, by means of an information system, assesses the performance of the Control Branch. It also ensures the timely production of all documents relating to the planning and accountability process.

## **Control Programs Directorate**

This directorate identifies, researches, develops, implements and maintains programs, strategies and guidelines to detect, deter and prevent abuse and fraud in the payment of unemployment insurance benefits. This includes computerized and non-computerized programs and systems directed at national, regional and local levels. It also develops, implements and maintains a national quality control program, an Investigation and Control Officer Training Program, an investigation and control manual, and other ancillary services necessary to the control function in the field.

The directorate also develops and maintains control programs based on the receipt of periodic reports from employers concerning the hiring or employment of workers. The directorate enters into agreements with employers on behalf of the Commission and utilizes the data on unreported work or earnings to deter or reduce the incidence of improper benefit payments. Strategies, systems and procedures are developed and implemented as appropriate.

## **Insurance Services Branch**

This branch is responsible for developing policies, directives and guidelines for the operational delivery of insurance activities through the Canada Employment Centres (CECs). The branch is also responsible for developing policies pertaining to the related medical advisory services for sickness and maternity claims. Other responsibilities include the monitoring and analysis of insurance services and the development and maintenance of a comprehensive tracking system.

## **Medical Advisory Services**

This division formulates, develops and tests operating policies and develops policy guidelines related to claims for sickness and maternity benefits. The division also acts as a co-ordinating body for medical claims submitted for the attention of the medical advisors.

## **Insurance Program Services Directorate**

This directorate develops, tests and institutes national insurance operational policies and activities related to the claim processing cycle and related functions, such as the Record of Employment (ROE) and Employment Market Information Services. Other responsibilities include a quality control - quality assurance activity for ensuring adherence to policy directives and guidelines, the identification of the need for and the development of the necessary forms for the processing of claims, and external liaison activities to guide and advise claimant, union and industrial groups.

## **Insurance Management Services Directorate**

This directorate monitors and assesses the efficiency and effectiveness of those operational policies, projects and activities associated with the delivery of insurance services, including activities of quality control and assurance and those affecting the speed and quality of service. The directorate also measures, analyzes and forecasts operational performance and plans the co-ordinated introduction of improvement initiatives.

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## Comprehensive Tracking System

This directorate provides timely, accurate and comprehensive information and analysis to management on overpayments, underpayments, programs and activities, permitting management to monitor and track changes on a continuous basis.

## LABOUR MARKET DEVELOPMENT

This group designs and administers programs to improve employment opportunities in the Canadian labour market. Programs, either operated directly by the group or purchased from provincial governments through negotiated agreement, deal with skills training; apprenticeship courses, technical or financial assistance, community-based employment incentives, and job creation schemes for student, adult, community or disadvantaged workers.

In addition, the group assesses the impact of the Immigration Program on the labour market so that Canadian labour is given priority over foreign workers entering Canada. It also assists community organizations, government institutions and the private sector, both management and labour, in their manpower planning and labour adjustment problems.

### Manuals

- Employment Manual (EA) — five volumes in fifty chapters, covering the following: legislative component, including the *Unemployment Insurance Act*, Part VII; the National Employment Service Regulations; excerpts from the *Canadian Human Rights Act* and the *National Training Act* and Regulations; labour market information, including Canadian Classification and Dictionary of Occupations, occupational shortages survey, layoff reporting system, industrial disputes, and policies and procedures relating to the recruitment of foreign workers; guidelines, policies, procedures, documentation requirements and agreements relating to various types of national training programs; background information, guidelines, procedures and agreements relating to employment programs in the industrial and agricultural sector; information, guidelines, terms and conditions of agreements relating to various types of employment development programs at the community level
- Federal-Provincial Training Agreements — guidelines relating to the negotiation and administration of federal-provincial training agreements, for regional office use
- Operations Guide — Canada Works
- Operations Guide — Job Corps
- Operations Guide — Local Employment Assistance and Development Program

## Training Branch

This branch establishes policy, sets priorities and provides guidance to regional offices on the administration of training programs set up under federal-provincial training agreements and in accordance with the *National Training Act*. This Act permits the branch to purchase for its clients space, or "seats", in provincially or privately operated training courses, teaching skills in occupations for which there is demand, and to contract with employers and groups to provide on-the-job occupational training. It ensures that training agreements are consistent with CEIC objectives and with the needs of the labour market; that training allowances are determined; and that training programs are certified, monitored and evaluated. It recommends to CEIC regional allocations of program funds, annual training plans, and directions which training strategies should take in meeting occupational needs.

## Industrial Training Directorate

This directorate develops national policies for industrial training programs whereby, through financial and consultative assistance provided under several such programs, employers initiate training courses for their employees. By reimbursing part of the costs employers incur, the directorate improves the employability and earning capability of workers and the training capacity of employers. Training proposals must fall within program guidelines and meet current training priorities established according to regional needs as determined by the federal-provincial joint labour needs committees.

## Institutional Training Directorate

This directorate develops national policies and directions for institutional training programs and services to meet the needs of industry for suitably skilled workers, gives workers skills required to increase their employability, and purchases space, or "seats", for its clients from provincial governments or private institutions offering training courses. Program elements include Occupational Skill Training, which provides skills needed to perform satisfactorily in available jobs; Basic Training for Skill Development, which raises academic levels of trainees to meet occupational training course or job entrance requirements; Job Readiness Training, which helps trainees overcome special barriers to employment by providing the opportunity to learn basic skills necessary to find and hold suitable employment; Work Adjustment Training, designed to provide short periods of assistance to workers whose attitudes and work habits conflict with requirements of employers; Apprenticeship Training, which provides classroom instruction for registered apprentices; Language Training, which enables immigrants, Canadian migrants and native people to learn either of the official languages of Canada in order to compete for and secure employment in their usual occupation; and Occupational Orientation, to provide practical experience in a variety of trades to assist in the selection of a trade.

## Program Analysis and Information Directorate

This directorate designs and operates computerized information systems on employment training programs to provide statistical data. It develops specifications of national program data requirements and provides guidance on determining costs of courses and programs. It prepares program data, reports on program activities and assesses the operational effectiveness of training programs. It maintains and analyzes information to identify occupations requiring special action under the *National Training Act*.

## Course Assessment and Improvement Directorate

This directorate provides consultative services and assessments of quality of training courses for improving employment training in Canada. It also provides secretariat services for the Interprovincial Standards Program (Red Seal), which aims to produce standards of training and certification for journeymen in most trades coming under provincial trade workers' qualifications legislation.

## Program Policy Review and Development Directorate

This directorate develops and recommends national policy directions in response to labour market trends; develops recommendations on the preparation of legislation and federal-provincial training agreements; assists in the negotiation of such agreements; is responsible for the development of the annual list of occupations of national importance; and co-ordinates, develops and recommends national responses to requests related to training from international bodies.



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## Program Development and Implementation Directorate

This directorate develops and implements new training initiatives to meet identified needs of skilled workers; assesses impact of initiatives or delivery models and assists in evaluation to determine longer-term viability to meet program objectives; plans and co-ordinates the integration of successful initiatives and delivery models into existing programs and administers the Skills Growth Fund (SGF), established to bring about more rapid increase in the training capacity for key skills associated with occupations of national importance designated under Subsection 2(3) of the *National Training Act*. The SGF's purpose is to make funds available for establishing, converting, and/or expanding facilities to provide such training. It also encourages the establishment of occupational training centres for target groups who need specially adapted training to overcome particular employment barriers. Except for on-going projects, activities under this program ended on March 31, 1985.

## Labour Market Planning and Adjustment Branch

This branch assists in developing productive utilization of the Canadian labour force. It induces the private sector to undertake manpower planning and to assume greater responsibility for developing and training workers to meet their manpower needs. It also ensures that, in the development of policies and programs of other governmental agencies, consideration is given to their effects on the labour market. The branch verifies that labour market aspects of the immigration program reflect the needs of the labour market.

The branch manages the Industrial Adjustment Service, which helps management and labour to deal jointly with worker adjustment problems arising from technological and economic industrial change. It administers the Canada Agricultural Employment Program, designed to achieve optimum utilization of Canada's human resources for the agricultural labour market. The major elements of this program include Canada Farm Labour Pools, Local Agricultural Employment Advisory Boards, Foreign Seasonal Agricultural Workers Programs and Federal-Provincial Agricultural Employment Development Agreements. The branch exercises overall policy development and program co-ordination for the Industry and Labour Adjustment Program (ILAP) and the Work Sharing Program, and is CEIC's support to the Canadian Industrial Renewal Board (CIRB). It is also the Commission's representative on the Enterprise Development Board and the Regional Development Incentives Advisory Board, and publishes the Monthly Lay-off Report.

## Industrial Adjustment Service Directorate

This directorate encourages joint action by employers and their employees to deal with worker adjustment problems within their establishments. Incentives are made available to encourage employers to work with their employees to devise internal remedies for worker dislocations due to technological and other industrial changes including mass layoffs. Joint consultative committees of management and labour are set up with the assistance of CEIC. Financial assistance is also provided to employers who incur costs in transferring workers to other localities. The directorate negotiates and administers agreements, co-ordinates policy development for the Work Sharing Program, and prepares the Monthly Lay-off Report.

## Adjustment Programming Directorate

This directorate assists community and industrial restructuring by providing supplementary labour adjustment assistance for specifically designated communities, workers, and industries.

The community-based labour measures delivered by CEIC consist of (a) portable wage subsidies for the re-employment of older workers;

(b) job creation through Canada Works projects; (c) increased training course purchases; and (d) supplementary mobility assistance measures. The community-based measures also include Labour Adjustment Benefits (a last-resort income maintenance by Labour Canada). An additional feature is the establishment of Community, Adjustment committees, which provide advice on community, economic and social re-development needs and facilitate co-ordination of program measures at the local level.

In addition, the directorate is responsible for the Canadian Industrial Renewal Program. This program is a series of industrial and labour adjustment measures for Textile, Clothing, Footwear and Tanning (TCFT) firms and workers, to assist those communities and workers most affected by gradual trade liberalization in TCFT commodities. Labour adjustment measures available to TCFT workers under this program include access to wage subsidies, enriched mobility assistance, enriched training allowances and, in the communities most severely affected, additional job creation, as well as Labour Canada's Labour Adjustment Benefits program, which is delivered by CEIC.

## Human Resource Planning Directorates

The three human resource planning directorates are Energy, Construction and Agriculture; Manufacturing and Foreign Worker Policy; and Resources and Services. Human resource planning ensures that the private sector, both management and labour, identifies its future labour requirements as well as develops and implements measures necessary to meet its immediate and long-term labour needs. The directorates encourage organizations to integrate human resource planning into their overall corporate planning processes and assist them in implementing their plans by appropriate application of CEIC programs and services. CEIC industrial consultants maintain liaison with national and provincial employer associations, unions and other government departments responsible for economic development. They collect and analyze industrial employment information with emphasis on industrial occupational trends having a bearing on CEIC's operations.

### Human Resource Planning Directorate (Energy, Construction and Agriculture)

This directorate encourages and helps energy, construction and agricultural industry employers and unions to plan for future labour requirements and to make more productive use of the existing labour force; consults and negotiates with agricultural organizations, foreign governments, federal and provincial authorities, providing policy input on other federal programs applicable to the agricultural industry; and administers the Canada Farm Labour Pools, local agricultural employment advisory boards, federal-provincial agricultural employment agreements, European Student Tobacco Worker program and the Caribbean and Mexican seasonal agricultural worker programs.

### Human Resource Planning Directorate (Resources and Services)

This directorate helps employers and unions in the resources and services sectors to plan for future labour requirements and to make more productive use of the existing labour force. It helps CEIC to minimize adverse effects on both workers and communities using its resources and to formulate and apply labour market policies and programs throughout Canada. It assists other federal departments in developing economic, industrial and regional development resource and service industry policies for the labour market.



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## **Human Resource Planning Directorate (Manufacturing and Foreign Worker Policy)**

This Directorate helps employers and unions of manufacturing industries to plan for future labour requirements; develops and recommends labour market policies and guidelines relating to the employment of foreign workers in all industrial sectors; and administers the Foreign Worker Policy Program, which supplements Canada's labour force when required to meet necessary demographic, economic and social objectives.

## **Employment Development Branch**

This branch develops and implements national plans, policies and procedures for employment development programs within CEIC. In the fall of 1983, job creation programs of the Employment Development Branch and the Employment Incentive Branch were consolidated: (a) to meet employment problems caused by cyclical downturns in the economy or by unforeseen industrial developments; (b) to encourage and contribute to local employment growth; and (c) to support human resource development.

The new programs that have emerged from this consolidation are the Local Employment Assistance and Development Program (LEAD), the Career-Access Program, the Canada Works Program and the Job Corps Program.

## **Canada Works Directorate**

This program is designed to counter employment problems caused by cyclical downturns in the economy or by unforeseen industrial developments. The primary objective of the Canada Works Program is to create incremental, productive term employment for unemployed persons. In collaboration with the private sector, as well as with a broad range of public and community-based employers, immediate employment is created for unemployed persons during periods of economic downturn and labour market dislocations such as plant shutdowns. Summer employment for returning students is provided under this program. Income maintenance provisions under Section 38 of the *Unemployment Insurance Act* are also utilized under Canada Works. The activities supported are reflective of community priorities and the broader federal and regional objectives of economic recovery and employment growth, as appropriate.

Canada Works subsumed the following programs, which were in existence prior to the fall of 1983: Canada Community Development Projects, with the exception of Youth Job Corps and Development Projects, the New Employment Expansion Development Program (NEED), *Unemployment Insurance Act*, Section 38 — Job Creation Program and the project component of the former Summer Canada: Student Employment Program. In the Fall of 1984, Summer Canada initiatives for students were cancelled. In 1985, summer employment for students will be provided through a new initiative entitled "Challenge '85."

## **Career-Access Directorate**

This program, introduced by the Government of Canada in September 1983, is a key element in the Commission's labour market strategy for the 1980s. Its objective is the development of human resources through the provision of opportunities for individuals facing severe employment barriers. The program is designed to stimulate the employment of the disabled and the employment-disadvantaged by providing to eligible employers a subsidy expressed as a percentage of the gross wages paid to the worker, and in certain situations as an additional contribution towards other costs. People generally become eligible for the program after they have unsuccessfully carried out a job search for a period of time.

In addition, a Voluntary Initiatives Program (VIP) has been created

to provide unemployment insurance recipients with productive work through the provision of services within voluntary, charitable organizations.

Career-Access subsumed the following programs, which were in place prior to the fall of 1983: Program for the Employment-Disadvantaged, Portable Wage Subsidy Program, Canada Community Services Projects, the internships component of the former Summer Canada: Student Employment Program and the New Technology Employment Program.

## **Job Corps Directorate**

This program is designed to support human resource development by providing severely employment-disadvantaged individuals with the necessary preparation and employment-related skills to achieve labour market readiness.

Job Corps projects motivate and support constructive attitudes and lifestyles and prepare participants to function effectively in the labour market. The program provides contribution funding to organizations, individuals or businesses that are able to establish Job Corps projects. Groups, agencies, associations and businesses are eligible to provide assistance in the delivery of the program at the national level. Projects employ a core staff of specialized personnel who develop appropriate counselling orientation and on-the-job training modules for participants. The core staff consider each project participant on an individual basis and determine, from the services to be provided by the project, the appropriate training module or modules. Once participants have graduated from these training modules, the project can help place them in a work situation or in other employment development projects, or attempt to direct them to more enhanced training.

This program subsumed the following elements of programs which existed prior to the fall of 1983: Youth Job Corps of the Canada Community Development Project and the preparation projects of the Local Employment Assistance Program (LEAP).

## **Local Employment Assistance and Development Program Directorate (LEAD)**

This program is designed to encourage and contribute to local employment growth. The purpose of the LEAD program is to increase the number of permanent jobs in localities of chronically high unemployment. The program allows for contributions to be made to LEAD corporations and LEAD projects. LEAD corporations provide contributions and grants to development organizations that represent community interests, to enable them to foster ongoing employment opportunities in their communities. LEAD corporations contribute to the enhancement of community organizational and planning capabilities. LEAD projects provide contributions to community representative organizations to carry out projects of three kinds: analysis and planning, to analyze a community's current position and determine a future course of action; enterprise, to increase ongoing employment by enterprise building and support to business within the framework of a community plan or regional development strategy; and infrastructure, to foster and demonstrate preparation and other community employment development activities.

In the fall of 1983, LEAD subsumed the retention projects of the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA) and the Development Projects of the Canada Community Development Program (CCDP).

## **Student Employment Programming Directorate**

The directorate is responsible for co-ordinating the procedures for the distribution and control of funds allocated for the creation of jobs for students in the summer through various programs of CEIC or other

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federal departments. The directorate is responsible for the implementation of the summer student components of "Challenge '85," more specifically the Summer Employment/Experience Development (SEED) and the Work Orientation Workshops (WOW).

## Policy, Planning and Analysis Directorate

This directorate directs a range of responsibilities to enable branch programs to meet stated objectives, including policy development and analysis; corporate and operational planning; program analysis and design; development and maintenance of a comprehensive, integrated management information system for branch programs and services, and the development, organization and implementation of pilot projects that may influence future job creation programming. The directorate is also responsible for directing, organizing and co-ordinating the preparation of ministerial correspondence, briefing material and parliamentary returns dealing with all branch programming, and for the provision of the complete and comprehensive range of administrative support to all branch directorates.

## EMPLOYMENT SERVICES

This group develops and disseminates policies, guidelines and procedures for the delivery of employment services to regional and field offices. The group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, youth and other individuals who are considered disadvantaged. Other responsibilities include monitoring and analyzing all such services offered by CEIC, and responding to ministerial enquiries.

### Manuals

- Employment Manual (EA) — policies, procedures and guidelines for all employment services offered by CEIC

## Employment Operational Services Branch

This branch is responsible for the uniform application of employment programs delivered through the Canada Employment Centres (CECs). The branch is also responsible for developing program policies pertaining to the placement service, mobility, and national job clearance activity. Other responsibilities include the issuance of directives and the control of the Employment Manual.

## Operational Services Directorate

This directorate develops operational policies and guidelines for the delivery of employment services and programs to employers and workers through the Canada Employment Centre. The directorate provides guidance on the impact of federal and provincial Human Rights legislation on the Canada Employment Centre's placement services. In addition, it acts as a focal point for advice and the resolution of operational problems.

## Mobility Directorate

This directorate designs and administers the Canada Mobility Program (CMP) and the National Job Bank (NJB) clearance system.

CMP provides financial assistance for unemployed workers who move to geographical areas where jobs are available. The NJB, a computerized clearance system, provides the means for workers to find suitable jobs and employers to find suitable workers in geographical areas across the country, when workers or jobs are not available locally. The NJB control centre is located in Hull, Québec. Job information is available through Canada Employment Centres.

## Outreach Program

This program provides personalized employment-related services to persons not able to benefit effectively from services offered by the Canada Employment Centres. CEIC financially assists Outreach projects by entering into contract with community based, non-profit organizations to sponsor projects.

## Employment Support Services Branch

This branch develops policies, methods and materials for the counselling and testing of Canadians with regard to employment; it also develops training programs for CEIC staff who deal with employers and worker clients.

## National Occupational Analysis and Classification Systems (NOACS)

This branch develops and provides national occupational databases, classification, standards and systems for Employment Services, the remainder of the Commission, and the private and public sectors of the labour market.

### Manuals

- Canadian Classification and Dictionary of Occupations (CCDO) — a systematic classification structure in which all occupations are categorized

## Special Groups and Affirmative Action Branch

This branch develops employment policies and program and strategy proposals. It ensures the effective implementation of special government policies and strategies designed to promote equal access to employment for Canadians generally and recommends policy changes that will benefit youth, natives, women, disabled persons and special-needs clients. The branch also maintains liaison with government and non-government bodies on matters pertaining to the pursuit of equity in employment, promotes the adoption of Affirmative Action (AA) plans by employers in the private sector and provides functional advice and guidance to the regions.

## Youth Employment Directorate

This directorate develops employment policy and program proposals and options and strategies with respect to youth in the 15 to 24 age group. Youth program policies on the following have been developed for implementation: Canada Employment Centres for Students; Canada Employment Centres on Campus; Services to Secondary School Students; International Student and Young Worker Exchange Movements; Specialized Youth Units and Co-operative Education. The directorate also maintains liaison with government and non-government bodies on matters concerning youth and provides technical advice and guidance to the regions.

## Native Employment Directorate

This directorate develops employment policies, proposals, and strategies to reduce the high rate of native unemployment. The directorate also maintains liaison with government and non-government bodies on matters concerning native employment, provides functional guidance to the regions and administers the Native Internship Program.

## Women's Employment Directorate

This directorate is the focal point for all employment activities of the Commission that are designed to improve the employment situation of women. Besides providing guidance and advice to the regions and



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initiating ongoing liaison with client groups, women's organizations, unions, government departments and agencies, the directorate reviews Commission policies, activities, procedures and legislation and recommends appropriate changes to achieve the efficient, effective and equitable participation of women in the labour market.

## **Disabled Persons Employment Directorate**

This directorate develops and implements policies and programs aimed at ensuring the full and equitable participation of disabled persons in the Canadian labour force.

## **Special-Needs Clients Division**

This division develops national strategies and formulates policy options in regard to CEIC employment activities and placement services designed to improve the employment situation and raise the level of employability of those persons identified as requiring extensive, above-average intervention by Canada Employment Centre counsellors and by improving the employment barriers of such special groups as older workers, ex-offenders and welfare recipients.

## **Affirmative Action Directorate**

This directorate promotes the adoption of affirmative action plans by employers in the private sector. Affirmative action in employment is a comprehensive plan adopted by an employer to remedy systemic discrimination, which may be manifested by lower wages, higher unemployment and lower occupational status for certain individuals or groups. Specifically, the branch is responsible for the Federal Contracts and Affirmative Action Program. The Federal Contracts Program promotes the voluntary adoption of affirmative action plans for women by Crown corporations and by industries that benefit from federal contracts. Affirmative action promotes the voluntary adoption by the private sector of affirmative action plans for women, natives and disabled persons.

## **Functional Services Division**

This division co-ordinates policy development and organizes and directs the provision of research, administrative and information services for and on behalf of the Special Groups and Affirmative Action Branch.

## **Employment Services Planning and Analysis Branch**

This branch monitors and assesses the efficiency and effectiveness of those operational policies, projects and programs associated with the delivery of employment services, including programs affecting the speed and quality of service. The branch also measures, analyzes and forecasts operational performance and, on behalf of the Employment Services Group, co-ordinates all activities relating to the planning and accountability process.

## **SYSTEMS AND PROCEDURES**

This group develops and executes policies, plans and programs for an integrated clerical, manual and electronic data processing (EDP) system to deliver CEIC's services. EDP services are provided at national headquarters and, with the functional guidance of the group, at EDP facilities in the regions. Other responsibilities include a management advisory service, a forms development and design service and an administrative support unit to monitor financial transactions and liaise with Finance and Administration and Personnel on administrative matters.

## **Manuals**

- Benefit Manual — procedures for processing initial, renewal and revised claims for unemployment insurance benefits
- Manual Pay System — procedures for processing non-automated payments of unemployment insurance benefits
- On-line Manuals — provides claimant, unemployment insurance benefits and overpayment information through computer terminals in regional offices and selected Canada Employment Centres and gives job information, employers, job seekers and referrals to employment through terminals in selected Canada Employment Centres
- Regional Computer Centre (RCC) Manual — processes to effect payment of unemployment insurance claims

## **Employment and Benefit Systems Branch**

This branch develops, tests and implements EDP systems supporting the employment development and employment training programs, placement services offered by Canada Employment Centres, and the unemployment insurance benefit program which produces unemployment insurance payments, overpayment reports, T4U/TP4Us, and financial and statistical reports. It also develops and implements clerical procedures for processing claims for benefits in local offices and regional computer centres. Other responsibilities include developing and maintaining computer systems to detect and prevent fraud and abuse, designing and implementing CEIC's micrographic system.

## **Information Systems Branch**

This branch designs and implements advanced EDP systems to support CEIC's long-range programs. It also develops, implements and maintains EDP systems supporting the social insurance number, Canadian Government Annuities and immigration programs, and information systems to assist management in finance, personnel, administration and operational performance. Other responsibilities include designing and acquiring computer hardware, software and data communication needs; obtaining the related servicing requirements; developing and executing EDP policy, systems and standards; providing technical guidance.

## **Computer Operations Directorate**

This directorate develops policies, standards and procedures dealing with the operational processes and the security of all electronic data processing (EDP) installations in CEIC. It also evaluates the effectiveness of EDP and associated operations. Other major responsibilities include managing the EDP installation at national headquarters, national support of production software/hardware, and computer site design and engineering support.

## **Management Advisory Services Directorate**

This directorate provides an in-house management consulting service to national headquarters and the regions in such fields as project management, organization analysis, work simplification, network planning and analysis, systems feasibility, systems analysis, design and development, systems and procedures implementation. It also administers CEIC's Forms Management program, which affects some 7,000 forms.

## **NATIONAL SERVICES**

This directorate, reporting to the New Brunswick region, administers the Social Insurance Number (SIN) Program, the Canadian Government Annuities program and the Unemployment Insurance Premium Reduction Program. Its activities include the operational



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aspect of these programs and the identification of areas requiring the development of legislative proposals, policies and guidelines.

Records for the above program are located at

National Services Directorate  
Canada Employment and Immigration Commission  
P.O. Box 6000  
Bathurst, New Brunswick  
E2A 4L8

## Central Index

The SIN Program provides for the control and issuance of SINs to Canadian citizens, permanent residents, individuals who are neither Canadian citizens nor permanent residents, and for the confirmation of SIN information for certain government departments. Applications for SINs can be made at any Canada Employment Centre or Canada Immigration Centre, or be mailed to Central Index, P.O. Box 7000, Bathurst, New Brunswick, E2A 4L8.

Other responsibilities include the preparation of Record of Employment (ROE) documents for microfilming and computer indexing, and the maintenance of the ROE information bank; processing enquiries on the T4U/TP4Us (statements of unemployment insurance benefits paid and income tax deducted), which are issued annually.

## Manuals

- Central Index Manual — instructions for processing SIN applications, Record of Employment (ROE) forms and tax enquiries (T4U/TP4Us)
- Handbook on SIN Registration — procedures for handling SIN applications in Canada Employment Centres and Canada Immigration Centres

## Annuities Division

The Canadian Government Annuities program services over 240,000 annuity contracts owned by persons who bought them as private individuals or through pension fund contributions. Of these, about 150,000 are presently in payment; the rest are deferred and will mature at dates ranging from the present to about the year 2035.

## Manuals

- Annuities Manual — procedures for the administration of Canadian Government annuities

## Employer Registration Division

The division develops operational guidelines pertaining to the Unemployment Insurance Premium Reduction Program and determines entitlement to such reductions by employers with qualified salary replacement plans.

## Manuals

- Premium Reduction Manual — procedures for processing applications for, and determining entitlement to, an unemployment insurance premium reduction

## THE DEPARTMENT

### PUBLIC AFFAIRS BRANCH

This branch, composed of four directorates and a support services section, is responsible for all promotion, information, publishing, advertising and media relations on behalf of the Commission. These activities assist the directorates of Corporate Affairs, Labour Market and Employment Services Information, and Immigration and

Unemployment Insurance Information in fostering public awareness of the Commission's programs and services.

## Corporate Affairs

This directorate is responsible for developing strategic communications planning within the Commission, research and evaluation, internal and external liaison, and managing corporate communications programs. These activities are carried out with the overall objective of promoting departmental policies, programs and services on a national basis and in response to major client's needs.

## Labour Market and Employment Services Information

This directorate is charged with planning and carrying out communication strategies in support of employment development. Specifically, it is responsible for information on employment development, human resource development and special programs in order to create more public awareness, inform special target groups and motivate key economic sectors to develop initiatives that will lead to long-term community and employment benefits.

## Immigration and Unemployment Insurance Information

This directorate determines communication strategies in support of the Unemployment Insurance program and Immigration policy. It is responsible for co-ordinating information to unemployment insurance claimants, immigrants and employers, in order to enhance public awareness and inform special target groups of their rights and obligations under the *Unemployment Insurance Act* and Regulations, and the *Immigration Act* and Regulations.

## Information Services

This directorate is responsible for the design, production and dissemination of all information material for the Commission. Specifically, it handles advertising, direct mail, media monitoring, publications, graphic design, distribution, photography, sound recording, exhibits and special events, and provides technical support to the Commission's operational programs. This directorate also provides English and French language writing services and operates a central word processing unit.

## STRATEGIC POLICY AND PLANNING

This group examines CEIC policies and programs relative to their objectives. Oriented strategically, Strategic Policy and Planning analyzes current and projected labour market demands, resources (namely domestic and foreign labour, students and immigrants) available to satisfy them, and identifies and develops policies alleviating imbalances. It is also responsible for studying paid educational leave as a system of manpower planning aimed at promoting economic expansion and social justice.

## Labour Market Outlook and Structural Analysis Branch

This branch assists in the development of new strategies to match the supply of labour with demand. It also works towards the creation of a broader planning base for decision-making by incorporating more comprehensive data in its projections and assessments of occupational supply and demand in the medium- to long-term. In addition, the branch assists directly in the development of new policy proposals designed to enhance the supportive interrelationship among Commission programs, policies and services to ensure that the Commission is more effective in dealing with present and future challenges in the labour market. It is also responsible for the

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implementation of the Canadian Occupational Projection System (COPS).

## Planning Branch

This branch integrates a number of key elements involved in the initiation and development of a strategic policy framework for CEIC. These include long-term planning, mid-term corporate planning and the development of integrated sources of data for analysis; liaison with a network of regional economists; and linkages with international bodies such as the Organization for Economic Co-operation and Development (OECD).

## Program Evaluation Branch

This branch develops and implements a comprehensive strategy for evaluating CEIC programs.

## Policy and Program Analysis Branch

This branch analyzes labour market conditions and identifies program implications; develops proposals for modifications in policies and programs; and prepares ministerial and senior management briefings on the labour market, income maintenance programs and immigration, and policy options.

## Unemployment Insurance Analysis Directorate

This directorate conducts ongoing analyses of the economic and labour market effects of the Unemployment Insurance Benefit Program.

## Employment and Immigration Analysis Directorate

This directorate has responsibility for policy and program development and the in-depth analysis of the labour market. These analyses include human resource development, employment creation and immigration and demographic analysis.

## Briefing and Current Analysis Division

This division has responsibility for a comprehensive program of analysis and dissemination of information on national market conditions, as well as for a review of all Cabinet documents originating in other departments, preparation of briefing material for senior management and preparation of ministerial correspondence on labour market policy.

## Classes of Records

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## The Commission

EIC/IAB-005 *Formerly Identified as:* EIC-10

### Internal Audit

*Description:* Information available on policies and procedures relating to audit plans. *Topics:* Guidelines for evaluating financial and human resources operational systems; long range audit plans; assessments of materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering unemployment insurance, employment services, labour market development, immigration, systems and procedures and such internal support function areas as financial, administrative and personnel services.

EIC/IAB-010 *Formerly Identified as:* EIC-20

### Working Papers

*Description:* Support and reference documents used by auditors in compiling audit reports. *Topics:* Procedures and guidelines for conducting an audit; tests performed, such as predetermined questionnaire format and content; information obtained from audits, and conclusions and recommendations.

EIC/IAB-015 *Formerly Identified as:* EIC-30

### National Audits

*Description:* Policies, procedures and guidelines for conducting national audits. *Topics:* Control and assessment reports on public property revenues; expenditure reports on unemployment insurance, employment services, immigration, labour market development, special programs and internal financial, administrative and other support services; efficiency and effectiveness reports on all operational and financial procedures.

EIC/IAB-020 *Formerly Identified as:* EIC-40

### Regional Audits

*Description:* Policies, procedures and guidelines relating to regional audits. *Topics:* Control and assessment reports of program and service delivery through local offices, including reception and enquiries services, social insurance number applications and processing of unemployment insurance claims, as well as reports on the recruitment, selection, enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers.

EIC/SEC-025 *Formerly Identified as:* EIC-50

### Secretariat

*Description:* Correspondence and policy on general activities. *Topics:* Enquiries on public rights management; policies governing corporate strategies, international relations and federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, security and emergency planning and quality of service; records of decisions made by the Commissioners and Executive Committee; administration of the Secretariat.

EIC/SEC-030 *Formerly Identified as:* EIC-60

### Executive Management Services

*Description:* Policy, correspondence and documentation concerning corporate strategy, planning activities and standing committee support services. *Topics:* Policy, background and legislation documents, agreements and committee procedures; Orders-in-Council; Commission documents, procedures for regular amendments and submissions to the Governor-in-Council; reports, minutes, records of deliberations; corporate level briefings, committee meetings, agendas, times and decisions (policy, administrative and management).

EIC/SEC-035 *Formerly Identified as:* EIC-80

### Intergovernmental Affairs — External Liaison

*Description:* Information on social and employment legislation; policy and guidelines on federal-provincial co-ordination. *Topics:* Enquiries on federal-provincial relations; agreements negotiated in connection with immigration or employment policies; reports and briefs of parliamentary committees, government task forces and public associations affecting the interpretation of legislation or a variety of social issues; background on international and federal-provincial relations, and descriptions of decisions made.

EIC/SEC-040 *Formerly Identified as:* EIC-80

### Access to Information and Privacy

*Description:* Policy and guidelines on Access and Privacy; statistical and personal information provided by enquirers in their access requests. *Topics:* Policies and procedures for each component of the legislation; background on legal interpretations of access rights; individual case files; statistical data on requests and complaints;



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documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; CEIC policies, procedures and measures encouraging access generally; administrative costs of public rights management.

**EIC/SEC-045** *Formerly Identified as:* EIC-90

## **Human Rights**

*Description:* Information on policies, guidelines, complaints and other human rights matters. *Topics:* Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities; individual cases.

**EIC/SEC-050** *Formerly Identified as:* EIC-100

## **Emergency Planning**

*Description:* Information on legislation, policy, correspondence and contingency plans relating to emergencies, whether local, regional, national or international, that affect CEIC peacetime operations and its National Emergency Agency for Human Resources (NEAHR) role. *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, war measures (as outlined in the *War Measures Act*), and administration of emergency planning organizations; committee reports, briefs, submissions and action plans on international or interdepartmental liaison and action; regional contingency plans in the event of flood, famine, war or other disasters; references for other departments' emergency plans, their committees and agencies; NATO liaison and wartime planning; specific plans for earthquakes, nuclear incidents, oil spills, terrorism and strikes; training courses and civil and military exercises; administration of NEAHR.

**EIC/SEC-055** *Formerly Identified as:* EIC-110

## **Security**

*Description:* Policy guidelines and general correspondence on security and co-operation with the RCMP. *Topics:* Policies and procedures on personnel, physical, communications, EDP and administrative security; RCMP-CEIC co-operation; handling of immigration files at headquarters; Security Co-ordination Committee; minutes of meetings; briefs, reports, plans.

**EIC/COR-060** *Formerly Identified as:* EIC-120

## **Corporate Initiatives**

*Description:* Information on strategy, philosophy, policy and projects. *Topics:* Policy and correspondence on special projects, such as quality of service, action plans, strategies and parliamentary or cabinet documents; organization, mandate and administration of task forces, external public surveys and statistical results; philosophy and position papers from government and the private sector; applications of improvement strategies; indexes of government services, programs and listings in telephone directories; private sector handbooks, management texts and service pamphlets.

**EIC/IMM-065** *Formerly Identified as:* EIC-130

## **General**

*Description:* Policy and correspondence on general immigration and demographic activities. *Topics:* Enquiries on adopting foreign children, such as refugees or orphans; refugee status and permanent residence requested by foreign nationals in Canada who wish to remain for political, ideological, economic and/or social reasons; bonds or security deposits for non-immigrants by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information or amendments to policies and procedures; policy on deserters and draft dodgers, including persons entering Canada legally or illegally who wish to remain as "landed immigrants" to evade compulsory military service or registration in the U.S. or elsewhere; Minister's permits representing authorization

for persons who wish to immigrate but who do not qualify under normal selection criteria; ports and posts operations abroad, including staffing requirements and operational responsibilities of immigration officers abroad; religious groups and sects, including comments or questions from individuals and/or associations on the application of the *Immigration Act* and Regulations to members of religious groups or sects; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada.

**EIC/IMM-070** *Formerly Identified as:* EIC-140

## **Identification and Travel Documents**

*Description:* Documents required to identify and admit persons who want to enter Canada. *Topics:* Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents.

**EIC/IMM-075** *Formerly Identified as:* EIC-150

## **Enforcement**

*Description:* General correspondence relating to enforcement activities. *Topics:* Policies and procedures concerning arrest or detention of persons in violation of the *Immigration Act* and Regulations; escapes from custody by those detained or arrested; co-operation amongst law enforcement agencies on immigration enforcement prosecutions under the Act and Regulations.

**EIC/IMM-080** *Formerly Identified as:* EIC-160

## **Exclusion and Removal**

*Description:* Information on the policy and correspondence relating to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Adjudications on the conduct of immigration enquiries (case reports, presentations of evidence, decisions); discussion of appeals and litigation submitted to the Immigration Appeal Board and Federal Courts of Canada (denials of family class dependence, deportation of persons illegally in Canada); Enforcement Information Index: ("Lookout Index") for alerting examining officers of "undesirables" who might seek entry to Canada or, once here, seek to remain; definition of inadmissible classes of immigrants considered potential threats to the health and safety of Canadians; background material regarding immigration enquiries including case presentation, venue, legal counsel, criminal equivalencies, withdrawals of enquiries; matters relating to the Special Advisory Board, such as the examination of criminal intelligence reports concerning immigrants involved in criminal or subversive activities.

**EIC/IMM-085** *Formerly Identified as:* EIC-170

## **Transportation**

*Description:* Information on the transportation of immigrants to, from or within Canada. *Topics:* Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed in companies' vehicles; responsibilities and regulations of travel agencies. *Retrievability:* Files are arranged by subject, company, committee or organization.

**EIC/IMM-090** *Formerly Identified as:* EIC-180

## **Special Events**

*Description:* Information on examination, admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. *Topics:* Policies and procedures on special events generally; championships and contests; the Commonwealth Games; expositions; the Olympic Games.



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EIC/IMM-095 Formerly Identified as: EIC-190

## **Examination**

*Description:* Information on the conduct of immigrant examinations and the interpretation of customs regulations. *Topics:* Policies and procedures relating to the examination of potential immigrants and other persons seeking entry to Canada, including customs regulations on the clearance of settlers, their personal effects, baggage and pets; activities of the Interdepartmental Inspection Services Committee (IISC) and project methodology regarding, for example, transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada (X-rays, medical functions, communicable diseases, quarantine regulations); "security" and "criminal" screenings for clearance of persons seeking temporary admission.

EIC/IMM-100 Formerly Identified as: EIC-200

## **Monitoring and Analysis**

*Description:* Documents used to monitor and evaluate operational aspects of the Immigration Program. *Topics:* Information on data systems and monitoring activities to identify changes in program operations.

EIC/IMM-105 Formerly Identified as: EIC-210

## **Enforcement Intelligence**

*Description:* Information on the denial of entry to Canada of persons known to have been involved with criminal or other illegal activities.

*Topics:* Exchange of intelligence information about persons who may try to enter Canada illegally to pursue unlawful activities.

EIC/IMM-110 Formerly Identified as: EIC-220

## **Data Systems**

*Description:* Information on systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). *Storage Media:* Microfilm, magnetic tape or disk.

EIC/IMM-115 Formerly Identified as: EIC-230

## **Records of Entry**

*Description:* Vital statistics (surname, given names, date of birth, Canadian port of entry), of all persons entering Canada as permanent residents, and certain categories of visitors that must be documented.

*Topics:* Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a visitor; of a student; of a temporary worker; of a ministerial permit; of a ship deserter; of deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmations of departure). *Retrievability:* Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals). *Special Access Note:* Records of entry dated before January 1919 are in the custody of the Public Archives of Canada.

EIC/IMM-120 Formerly Identified as: EIC-240

## **Admission of Applicants to Canada (Revised)**

*Description:* Information on policies and programs concerning the admission of applicants to Canada. *Topics:* Policies and programs for the orderly and planned admission of immigrants according to component groups (economic, social and humanitarian immigrants) and of visitors including tourists, temporary workers and foreign students. Related background information including labour market and demographic data. Policies on federal-provincial relations concerning immigration. Description of selection criteria and processing systems.

EIC/IMM-125 Formerly Identified as: EIC-250

## **Refugees and Displaced Persons**

*Description:* Policies, procedures and general information on the admission of refugees and displaced persons. *Topics:* Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CEIC and provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the Annual Refugee Plan, the United Nations High Commission for Refugees and the Refugee Status Advisory Committee. *Retrievability:* Files are arranged by subject, country, organization or group.

EIC/IMM-130 Formerly Identified as: EIC-260

## **Settlement Assistance and Transportation Loans**

*Description:* Policy and correspondence on programs designed to help immigrants adjust to Canadian life. *Topics:* General settlement assistance; emergency adjustment assistance for accommodation, clothing, medical services, education and training; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; assisted passage loans provided to those persons accepted as permanent residents. *Storage Medium:* Videotaped television programs on racial relations.

EIC/IMM-135 Formerly Identified as: EIC-270

## **Adjudication (Revised)**

*Description:* Information on the *Immigration Act* and Regulations and related legislation and on adjudication functions and activities. *Topics:* General correspondence relating to the Act and Regulations and related legislation, and to adjudication policy, functions and activities; correspondence relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the *Immigration Act*; correspondence relating to natural justice, bias, fairness, the role of the adjudicator; appeals and appeals procedure to the Supreme Court of Canada (SCC), the Federal Court of Canada (FCC) and the Immigration Appeal Board (IAB); correspondence, directives from the Operations Branch relating to policy concerns of interest to Adjudication; refugees and displaced persons, refugee claims.

EIC/IMM-140 Formerly Identified as: EIC-280

## **Adjudication Enquiries (Revised)**

*Description:* Information on policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence, and decisions under the *Immigration Act* and Regulations. *Topics:* Correspondence relating to policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence and decisions under the Act and Regulations; procedures concerning the adjournment and resumption of enquiries, nature and form of evidence at enquiries, the appointment of representatives pursuant to Section 29(5) of the *Immigration Act* and their role at enquiries; substantive and procedural issues concerning an adjudicator's jurisdiction; permanent resident issues, and removal of persons found at enquiry to be in violation of the *Immigration Act*.

EIC/IMM-145 Formerly Identified as: EIC-290

## **Detention (Revised)**

*Description:* Information on policies and procedures with respect to provisions pertaining to detention. *Topics:* Correspondence relating to policies and procedures on the various provisions pertaining to arrest and detention; jurisdiction of an adjudicator to review detention; form and content of bonds, terms and conditions; retaking into custody, and legislative requirements for periodic review of detention.

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EIC/IMM-150 *Formerly Identified as:* EIC-300

## **Status (Revised)**

*Description:* Information on policies and procedures pertaining to grounds for removal and admissibility. *Topics:* General correspondence relating to policies and procedures pertaining to grounds for removal and admissibility, port of entry, inland, criminal offences, eluding enquiry, admission by misrepresentation or improper means; employment and student authorizations.

EIC/INS-155 *Formerly Identified as:* EIC-310

## **Enquiries**

*Description:* Enquiries to the Minister and senior commission officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; reports.

EIC/INS-160 *Formerly Identified as:* EIC-320

## **Actuarial Services**

*Description:* Policy, legislation and actuarial criteria for determining financial parameters and analysing the experience under the Unemployment Insurance and Government Annuities Programs. *Topics:* Actuarial Services policy and correspondence; advisory committee reports; operations of the Annuities Program; budgets, expenses and administration; contributions; premium reductions and benefits; cost estimates and premium revenue estimates; *Unemployment Insurance Act* and Regulations (assessment and development of amendment proposals to the Unemployment Insurance Program), statistical reports and labour force data; interface of Unemployment Insurance Program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; WLR plans (planning, development, operational activities and employer appeals under the registration program of qualified WLR plans); program evaluation; comprehensive review of Unemployment Insurance in 1980s.

EIC/INS-165 *Formerly Identified as:* EIC-330

## **Policy and Legislation Development**

*Description:* Policies, draft legislation, correspondence related to the Unemployment Insurance Program and other benefits provided by CEIC. *Topics:* Legislative reviews, procedures, information and policy papers on eligibility for sickness, maternity and adoption benefits; entitlement to benefit; payments to certain classes of individuals, such as students and teachers; deceased or incapacitated claimants; monies considered as earnings for benefit purposes; payment of benefits to persons undertaking approved training or involved in job creation or work sharing programs; coverage and insurability of employed workers; the granting of unemployment insurance premium reductions to employers.

EIC/INS-170 *Formerly Identified as:* EIC-340

## **Briefs and Representations**

*Description:* Information on recommendations for change in the Unemployment Insurance Program and legislation. *Topics:* Views and reaction to Unemployment Insurance legislation; briefs on amendments to programs or legislation received from interested parties.

EIC/INS-175 *Formerly Identified as:* EIC-350

## **Coverage and Premium Policy**

*Description:* Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeal; liaison with Revenue Canada Taxation (RCT): minutes of CEIC/RCT Appeal Review Committee;

review of RCT rulings; premium refunds; minutes of coverage committee meetings; activity reports.

EIC/INS-180 *Formerly Identified as:* EIC-360

## **Supplemental Unemployment Benefits**

*Description:* Information on the approval of Supplemental Unemployment Benefits plans. *Topics:* Policies and guidance; approval of Supplemental Unemployment Benefits plans; activity reports.

EIC/INS-185 *Formerly Identified as:* EIC-370

## **Labour Adjustment Benefit**

*Description:* Information on the administration of the Labour Adjustment Benefit Program. *Topics:* Policies, procedures and correspondence pertaining to labour adjustment benefits; activity reports.

EIC/INS-190 *Formerly Identified as:* EIC-380

## **Benefit Entitlement**

*Description:* Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under Section 47 of the *Unemployment Insurance Act*; boards of referees. *Special Access Note:* For more information on the above, consult the Digest of Benefit Entitlement Principles.

EIC/INS-195 *Formerly Identified as:* EIC-390

## **Ancillary Policies on Benefit Entitlement**

*Description:* Policies and correspondence on issues not classified under the previous class of records. *Topics:* Work-sharing arrangements; job creation; courses of instruction; entitlement to benefits for teachers; overpayments resulting from retroactive decisions; labour adjustment benefits; quality control; National Voluntary Services; Youth Training Option.

EIC/INS-200 *Formerly Identified as:* EIC-400

## **Claims Analyses**

*Description:* Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decision and rationale.

EIC/INS-205 *Formerly Identified as:* EIC-410

## **Premium Reduction Program**

*Description:* Information on policies and audits pertaining to premium reduction. *Topics:* Legislative and regulatory proposals; policy statements; appeals; development of an approach to auditing employers; audit reports.

EIC/INS-210 *Formerly Identified as:* EIC-420

## **Appeals**

*Description:* Policies, procedures and correspondence on the national appeals system. *Topics:* Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeals; procedures for each level of the appeal process; appeal files containing documentation relating to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports.



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EIC/INS-215 *Formerly Identified as:* EIC-430

## **Control Policy**

*Description:* Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies regarding investigations and prosecutions; also includes policies and strategies in areas like agriculture, fishing, and fur trapping; policies governing the conduct of investigators, the exchange of information with federal Departments, the provinces or law enforcement agencies; liaison with internal organizational components.

EIC/INS-220 *Formerly Identified as:* EIC-440

## **Planning and Analysis**

*Description:* Information on overall planning, co-ordination and analysis of activities and strategies. *Topics:* Consultations on national and regional goals and objectives; operational planning activities; project outlines; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; financial penalties under Section 47 of the Act; criminal activities. *Storage Medium:* Magnetic tape or disk for certain statistical or activities reports.

EIC/INS-225 *Formerly Identified as:* EIC-450

## **Control Programs**

*Description:* Procedures, correspondence on control programs, investigations and prosecutions. *Topics:* Correspondence, publicity, evaluations on control programs such as Report on Hirings; guidelines, procedures, correspondence on investigations; authority of investigators; third party or anonymous information; liaison with law enforcement agencies; financial penalties provided for under Section 47 of the *Unemployment Insurance Act*; guidelines and procedures for prosecutions; operational and statistical reports.

EIC/INS-230 *Formerly Identified as:* EIC-460

## **Control Programs — Payment of Unemployment Insurance Benefits**

*Description:* Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; pilot projects, like the Atlantic Survey Unit; control program proposals; approved programs and lead- gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g., agriculture, fur trapping, forest fire fighters, multiple Unemployment Insurance claims, undeliverable T4Us, Record of Employment.

EIC/INS-235 *Formerly Identified as:* EIC-470

## **Control Programs — Social Insurance Numbers**

*Description:* Information on the development of controls for the social insurance number (SIN). *Topics:* General correspondence; discussion papers; enquiries; investigations concerning the issuance of SINs to immigrants who are not permanent residents; issuance of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs.

EIC/INS-240 *Formerly Identified as:* EIC-480

## **Manual Report on Hirings**

*Description:* Manual system used by employers to report hirings. *Topics:* General information on the manual subsystem; problems and revisions of the subsystem; interface with the computer group (Systems and Procedures).

EIC/INS-245 *Formerly Identified as:* EIC-490

## **Automated Earnings Reporting System**

*Description:* System used by employers to report earnings information to the Commission by computer tape. *Topics:* General information on the computerized subsystem; problems and revisions of the subsystem;

testing procedures; systems interface with the computer group; reports on possible overpayments of unemployment insurance benefits.

EIC/INS-250 *Formerly Identified as:* EIC-500

## **Automated Report on Hirings**

*Description:* System used by employers to report hirings by computer printouts, punch cards or computer tapes. *Topics:* General information on the computerized subsystem; guidance to participating employers; interface with individual employers on the computerized programs.

EIC/INS-255 *Formerly Identified as:* EIC-510

## **Medical Advisory Services**

*Description:* Information on operating policies pertaining to sickness and maternity claims. *Topics:* Correspondence with the medical profession at large or with medical associations; guidance to regions on independent medical examiners; schedule of medical fees by provinces; fees for independent medical examiners; operational procedures; copies of case files containing documents relating to medical claims; activity and statistical reports.

EIC/INS-260 *Formerly Identified as:* EIC-520

## **Insurance Program Services**

*Description:* Operational policies on the delivery of insurance services and programs. *Topics:* Procedures and guidelines pertaining to claims for benefit-variable entrance requirements, combined application forms, back-dating of claims, fishing benefits, entitlement at age 65, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, early mailing of documents by claimants, recovery of overpaid benefits; legislative and regulatory proposals and policy for the social insurance number and Government Annuities programs; impact of postal disruptions on claims processing; claimant eligibility review; transfer of claims; liaison with union hiring halls; guidelines on processing claims enquiries; hiring and remuneration of unemployment insurance contract agents; guidelines for the quality control of claims processing; general correspondence on employment market advisory services; liaison with claimant groups, union representatives and industry; activity reports.

EIC/INS-265 *Formerly Identified as:* EIC-530

## **Interstate Benefits**

*Description:* Co-ordination of the interstate benefit activity and other special arrangements. *Topics:* Correspondence with regions; correspondence with individual states of the United States; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports.

EIC/INS-270 *Formerly Identified as:* EIC-540

## **Record of Employment (ROE)**

*Description:* Information on the processing of Record of Employment forms. *Topics:* Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. *Storage Medium:* Magnetic tape and microfilm.

EIC/INS-275 *Formerly Identified as:* EIC-550

## **Forms Development**

*Description:* Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

EIC/INS-280 *Formerly Identified as:* EIC-560

## **Monitoring and Analysis**

*Description:* Information on monitoring and assessing operational activities. *Topics:* Goals, objectives and plans of the Insurance Management Services directorate; co-ordination of the development of operational plans for the Insurance Program; trend analyses; reports on monitoring, quality assurance, appeals process. (The



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Directorate makes use of the many narrative and statistical reports emanating from the program and support areas.)

## **EIC/INS-285 Formerly Identified as: EIC-570 Comprehensive Tracking System**

*Description:* Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System. *Topics:* Correspondence with the regions and with the Auditor General's Office; guidance to the regions on the review of claim files; quarterly reports and analysis; copies of claim files reviewed.

## **EIC/LMD-290 Formerly Identified as: EIC-580 Labour Market Development**

*Description:* Policy and correspondence on general programs and activities. *Topics:* Correspondence relating to labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation relating to labour market strategies, policies and programs; documentation concerning federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses.

## **EIC/LMD-295 Formerly Identified as: EIC-590 Training**

*Description:* Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. *Topics:* Negotiations and agreements at the federal-provincial level; policies and procedures concerning training agreements; courses and certifications; course evaluations and costs; background on training and employment development.

## **EIC/LMD-300 Formerly Identified as: EIC-600 Industrial Training**

*Description:* Policy and correspondence on training contracts, applicability and program criteria. *Topics:* Policies and procedures concerning applicability of criteria; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning.

## **EIC/LMD-305 Formerly Identified as: EIC-610 Critical Trade Skills**

*Description:* Policy and correspondence on critical trade skills training. *Topics:* Policies and procedures on developing specific training programs to alleviate critical trade skills shortages; background on design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages.

## **EIC/LMD-310 Formerly Identified as: EIC-620 Management Information System**

*Description:* Policy and correspondence on managing program data and statistics. *Topics:* Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems.

## **EIC/LMD-315 Formerly Identified as: EIC-630 Youth Projects**

*Description:* Information and correspondence on training programs for disadvantaged youth. *Topics:* Policies and guidelines on youth training projects such as Youth Training Options; contracts with employers who provide training centres for disadvantaged youth;

description and results of training projects relating to youth employability and/or reintegration into the labour market.

## **EIC/LMD-320 Formerly Identified as: EIC-640 Institutional Training**

*Description:* Information and correspondence on critical applicability, institutional training, allowances, and agreements with institutions. *Topics:* Policies and procedures on applicability of criteria; background on Training Allowances and Apprenticeship Training under the *National Training Act*; background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally.

## **EIC/LMD-325 Formerly Identified as: EIC-650 Allowances and Programs**

*Description:* Information and correspondence on various institutional training programs. *Topics:* Applicability of criteria, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development.

## **EIC/LMD-330 Formerly Identified as: EIC-660 Skills Growth Fund**

*Description:* Policies, procedures and correspondence on applicability of criteria and applicant files. *Topics:* Background on training facility expansion and costs, project proposal assessment and disposition, agreements with provinces and non-profit organizations.

## **EIC/LMD-335 Formerly Identified as: EIC-670 Labour Market Planning and Adjustment**

*Description:* Policies and procedures, information and correspondence on labour market planning and adjustment. *Topics:* Strategies, action plans and negotiations with firms and industries in labour market planning; background information and documentation on new development; correspondence and reports on development initiatives, such as northern activities.

## **EIC/LMD-340 Formerly Identified as: EIC-680 Industrial Adjustment Service**

*Description:* Correspondence, information and agreements on assessment and minimization of specific manpower problems. *Topics:* Documentation on specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs; policy, guidelines and correspondence on the Work Sharing Program.

## **EIC/LMD-345 Formerly Identified as: EIC-690 Industry and Labour Adjustment**

*Description:* Policies, correspondence, agreements and results on assistance measures designed to support industrial restructuring and community and worker adjustment. *Topics:* Various assistance measures involving programs of three separate Departments: Employment and Immigration, Regional Industrial Expansion, and Labour Canada.

## **EIC/LMD-350 Formerly Identified as: EIC-700 Canadian Industrial Renewal Program**

*Description:* Policies, correspondence, agreements and results of assistance measures designed to support community and worker adjustment related to the textile, clothing, footwear and tanning industries. *Topics:* Various industrial assistance measures involving programs of Employment and Immigration, Labour, and the Canadian Industrial Renewal Program.

## **EIC/LMD-355 Formerly Identified as: EIC-710 Energy**

*Description:* Policies and documentation on development of strategies, action plans and negotiations with the oil and gas industry, associations, organizations and companies. *Topics:* General

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information on energy projects, negotiations with oil and gas firms on human resource planning activities, studies on oil and gas exploration and development, policy co-ordination with Canada Oil and Gas Lands Administration, interdepartmental initiatives and co-ordination.

EIC/LMD-360 *Formerly Identified as:* EIC-720

## **Construction**

*Description:* Correspondence and exchange of information with construction industries in Canada and union transactions. *Topics:* Negotiations with the construction industry in human resource planning; exchange of information with associations, councils, institutions on construction industry activities; studies on various phases of engineering construction; exchange of information with individual firms on construction industry activities; provincial housing construction; studies and other aspects of the construction industry as it relates to unions and industrial relations; negotiations with major sponsors and contractors for (human resource) planning for major projects.

EIC/LMD-365 *Formerly Identified as:* EIC-730

## **Agriculture**

*Description:* Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. *Topics:* Associations, organizations, companies; Canada Farm Labour Pools; Caribbean Seasonal Workers; Federal-Provincial Agreements; Local Agricultural Employment Advisory Boards; Mexican Seasonal Workers. *Retrievability:* General files, by subject; associations, organizations and companies, by name; Canada Farm Labour Pools, by labour pool; Local Agricultural Employment Advisory Boards, by region.

EIC/LMD-370 *Formerly Identified as:* EIC-740

## **Resources**

*Description:* Policies and procedures, information and correspondence on resources generally and on activities relating to fishing, trapping, forestry, mines, quarries and petroleum. *Topics:* Commercial fishing; hunting and trapping; fire warden patrols, forest nurseries, reforestation; minerals, non-metallic mines, iron, uranium, silver, zinc, gold mines and quarries; offshore and inland oil, gas explorations and well-drilling.

EIC/LMD-375 *Formerly Identified as:* EIC-750

## **Services**

*Description:* Policies and procedures, information and correspondence on the service industry. *Topics:* Strategies, action plans and negotiations with the service industry; various hospitality services, including consultant services, personal services (barber and beauty shops); accommodation and food service; transportation services, including freight, express or mail via land, rail, air and sea; generation of electric power; gas distribution; natural or manufactured water systems, both household and irrigation.

EIC/LMD-380 *Formerly Identified as:* EIC-760

## **Manufacturing**

*Description:* Policies and procedures, information and correspondence on manufacturing activities. *Topics:* Strategies and negotiations with the manufacturing industry; human resource planning activities in the aircraft manufacturing, assembly and service industry; appliance manufacturing industry (including small household appliances, refrigerators, washing machines, radios, televisions); chemical, glass and plastics industry (including fertilizers, cleaning compounds, medicines, paints); electronics industry (including computers, telecommunications equipment, photocopiers); food and beverage processing industry (including processors of meat, dairy products, fruit, vegetables, alcoholic beverages); primary metal; metal fabricating; farm and industrial machinery manufacturing; motor

vehicle and parts manufacturing and assembly; rubber products manufacturing; commercial and military shipbuilding industry.

EIC/LMD-385 *Formerly Identified as:* EIC-770

## **Foreign Workers Policy**

*Description:* Policies and correspondence relating to foreign workers.

*Topics:* Recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational groups.

EIC/LMD-390 *Formerly Identified as:* EIC-780

## **Employment Development**

*Description:* Policies, guidelines and correspondence on employment development. *Topics:* Policies and guidelines for implementing employment development programs; description of job creation programs.

EIC/LMD-395 *Formerly Identified as:* EIC-790

## **Canada Works**

*Description:* Policies, guidelines and correspondence on the Canada Works Program. *Topics:* General correspondence; development and management of projects including *Unemployment Insurance Act*, Section 38 and Summer Canada Works projects; job creation projects in diverse areas; documentation and financial data on projects.

EIC/LMD-400 *Formerly Identified as:* EIC-800

## **Career-Access**

*Description:* Policies, guidelines and correspondence on the Career-Access Program. *Topics:* The Career-Access Program generally; documentation and financial data on agreements.

EIC/LMD-405 *Formerly Identified as:* EIC-810

## **Job Corps**

*Description:* Policies, guidelines and correspondence on the Job Corps Program. *Topics:* The Job Corps Program generally; the development and management of projects; projects in diverse areas; documentation and financial data on projects.

EIC/LMD-410 *Formerly Identified as:* EIC-820

## **Local Employment Assistance Development**

*Description:* Policies, guidelines and correspondence on the Local Employment Assistance Development Program. *Topics:* Local Employment Assistance Development Program generally; development and management of projects and corporations in diverse areas; documentation and financial data on projects and corporations.

EIC/LMD-415 *Formerly Identified as:* EIC-830

## **Summer Employment Experience and Work Orientation Workshops**

*Description:* Policies, guidelines, documentation and correspondence on SEED and WOW. *Topics:* Operational guidelines for implementing SEED and WOW; internships documentation; correspondence relating to summer student employment programming generally. (All similar records pertaining to the former summer student components of Career-Access and Canada Works.)

EIC/EMP-420 *Formerly Identified as:* EIC-840

## **Enquiries**

*Description:* Enquiries to the Minister and senior Commission officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; statistical reports.

EIC/EMP-425 *Formerly Identified as:* EIC-850

## **Employment Operations**

*Description:* Information on operational policy on the delivery of employment services and programs. *Topics:* General information on employment programs such as training, mobility, youth, native employment, local employment assistance programs; reports on employee records improvement, review of application forms, improvements to the registration process and the Job Information



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Centre (JIC); guidance on federal and provincial human rights legislation; operational policies; statistical and activity reports.  
*Storage Medium:* Client information on magnetic tape.

EIC/EMP-430 *Formerly Identified as:* EIC-860

## **Mobility**

*Description:* Information on the administration of the mobility program. *Topics:* General correspondence; mobility in other countries; labour mobility studies; policy proposals; operational procedures; guidance to the regions; liaison with national headquarters systems groups; financial and statistical reports.

EIC/EMP-435 *Formerly Identified as:* EIC-870

## **Clearance**

*Description:* Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other national headquarters components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports.

EIC/EMP-440 *Formerly Identified as:* EIC-880

## **Outreach Program**

*Description:* Information on personalized employment-related services supported by community-based agencies. *Topics:* General correspondence; project files containing descriptions of clientele and activities, estimates of human and financial resources, analysis and evaluation by regional review committee, and approval; activity, statistical and financial reports.

EIC/EMP-445 *Formerly Identified as:* EIC-890

## **Employment Support Services**

*Description:* Information on the development of programs to support the placement activity. *Topics:* Correspondence on the identification or determination of occupational skills required for employment; systems supporting the placement service; preparation and distribution of College and University Programs in Canada, a publication listing educational and training programs available, and publications such as Careers Canada, Careers Provinces, Canadian Occupations Entry Requirements (used abroad to determine eligibility of prospective immigrants for employment in Canada).

EIC/EMP-450 *Formerly Identified as:* EIC-900

## **Career Counselling**

*Description:* Policies, methods and materials for employment counselling and testing. *Topics:* Correspondence on the counselling function; guidelines relating to CHOICES, a computerized information system designed to help people make informed decisions about career plans; development of job search techniques (CJST) and supporting publications; strategies leading to the achievement of client employment (PLACE) and supporting work books; correspondence relating to the testing of clients (General Aptitude Test Battery) in connection with counselling; development of the Index to Canadian Occupations, which assists clients in identifying career goals; purchase of diagnostic services to assist counsellors in the counselling function. *Storage Medium:* CHOICES data on magnetic tape or disk.

EIC/EMP-455 *Formerly Identified as:* EIC-910

## **National Occupational Analysis and Classification Systems (NOACS) — Generally**

*Description:* Classification of occupations in the labour market. *Topics:* Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on Occupational Trade Analyses, and the Canadian Classification and Dictionary of Occupations (CCDO). *Storage Medium:* Certain CCDO data on magnetic tape.

EIC/EMP-460 *Formerly Identified as:* EIC-920

## **Youth Employment**

*Description:* Information on employment programs to meet the needs of youth. *Topics:* Youth Strategies for the 1980s; information on youth programs in other countries; liaison with the University and College Placement Association; development of national policies, strategies and guidelines related to the employment of youth, e.g., employment centres on campus, specialized youth units, international employment exchange programs, summer employment and federal-provincial initiatives in the area of co-operative education; case files for Canada-Mexico trainee exchanges containing applications, health care information, Spanish language testing and related correspondence.

EIC/EMP-465 *Formerly Identified as:* EIC-930

## **Native Employment**

*Description:* Information on employment programs to meet the needs of native people. *Topics:* Liaison with councils, brotherhoods, bands, associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of human rights legislation on native employment; discussion papers; policies, programs and strategies pertaining to the employment of natives generally, native women and native youth; marketing and advertising native skills; activity reports.

EIC/EMP-470 *Formerly Identified as:* EIC-940

## **Women's Employment**

*Description:* Information on policies and strategies to improve the employability of women. *Topics:* Correspondence with national women's organizations; liaison with women's groups; policies, plans and strategies relating to the employment needs of women; activity reports.

EIC/EMP-475 *Formerly Identified as:* EIC-950

## **Disabled Persons**

*Description:* Information on the development and co-ordination of policies and strategies to ensure equality of employment opportunity for disabled Canadians. *Topics:* Correspondence with national organizations such as the Advisory Committee to the President of the Treasury Board, the Secretariat for Disabled Persons, and the Secretary of State; policies, plans and strategies relating to the employment of disabled persons; activity reports; specific program and project files.

EIC/EMP-480 *Formerly Identified as:* EIC-960

## **Special Needs Clients and Special Groups**

*Description:* Information on policies and strategies to improve the employability of special needs or disadvantaged clients and members of special groups. *Topics:* Policies, strategies, guidelines and activities to meet the employment needs of (1) special needs or disadvantaged clients; and (2) special groups such as older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports.

EIC/EMP-485 *Formerly Identified as:* EIC-970

## **Affirmative Action**

*Description:* Information on the promotion of affirmative action plans in the private sectors. *Topics:* Directorate objectives, goals and activities; Affirmative Action in the 1980s (Minister); communications strategy; minutes of interdepartmental committees on affirmative action; operational plans and studies; policies, plans for monitoring elimination of systemic discrimination; development of seminars; activity reports.

EIC/EMP-490 *Formerly Identified as:* EIC-980

## **Functional Services**

*Description:* Information on research, training, policy co-ordination and administration for the Special Groups and Affirmative Action Branch. *Topics:* General correspondence; information relating to



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technical research regarding special and targetted groups and affirmative action; research reports; design, development and delivery of training packages; development and maintenance of a resource centre.

**EIC/EMP-495** *Formerly Identified as:* EIC-990

## **Planning and Analysis**

*Description:* Information on monitoring and assessing operational activities and co-ordinating operational plans and budgets. *Topics:* Goals, objectives and plans of the Employment Services Planning and Analysis branch; minutes of the Performance Measurement Steering Committee; trend analyses; reports on operational performance; reports on monitoring projects; group and branch operational plans, budgets and managerial contracts. (The branch makes use of the many narrative and statistical reports emanating from the program and support areas.)

**EIC/SYS-500** *Formerly Identified as:* EIC-1000

## **Employment Development**

*Description:* Information on systems supporting the administration of employment development programs. *Topics:* Correspondence; status reports.

## **EDP Systems**

- Canada Community Development
- Canada Community Services
- Canada Works — 1984
- Canada Works/Young Canada Works
- Career-Access
- Employment of the Disadvantaged
- Employment Tax Credit Program
- Job Corps
- Local Employment Assistance Program
- Local Employment Assistance Development
- Portable Wage Subsidy Program
- Summer Career-Access 1984
- Summer Employment/Experience Development
- Summer Youth Employment
- Summer Canada 1981

**EIC/SYS-505** *Formerly Identified as:* EIC-1010

## **Employment Training**

*Description:* Information on systems supporting administration of Employment Training programs. *Topics:* Correspondence; status reports.

## **EDP Systems**

- Course Purchase Notice Information
- Critical Trades Skills Training
- Institutional Training/UI Payment Cross-match System
- Institutional Training Work Listed Clients
- National Industrial Training Program
- National Institutional Training Program
- Accounts Receivable — Institutional Training
- Skills Growth Fund

**EIC/SYS-510** *Formerly Identified as:* EIC-1020

## **Employment Client Services**

*Description:* Information on systems supporting administration of Employment Client Services. *Topics:* Correspondence, status reports.

## **EDP Systems**

- Canada Mobility Program

- Canadian Classification and Dictionary of Occupations
- Client/Claimant Index
- National Job Bank

**EIC/SYS-515** *Formerly Identified as:* EIC-1030

## **Benefit Pay**

*Description:* Information on systems supporting administration of the Unemployment Insurance benefit program. *Topics:* Correspondence; status reports.

## **EDP Systems**

- Benefit Pay Systems — produces unemployment insurance payments; updates status of claims; maintains a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and unemployment insurance fund accounting; produces T4U/TP4Us showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices

**EIC/SYS-520** *Formerly Identified as:* EIC-1040

## **Liaison and Procedures**

*Description:* Information on clerical procedures in Canada Employment Centres and regional computer centres. *Topics:* Correspondence; policy and systems changes that impact on clerical procedures; reports of visits to regions; training plans for new or revised procedures and ongoing training requirements.

**EIC/SYS-525** *Formerly Identified as:* EIC-1050

## **Control**

*Description:* Information on systems supporting CEIC control activities. *Topics:* Correspondence; status reports.

## **EDP Systems**

- Record of Employment
- Overpayment detection
- Employer Registration (Premium Reduction Program)
- Tracking Commission debtors from employment records
- Comparison of claimant data to detect possible SIN and UI abuse
- Micrographic Listings for the general control of unemployment insurance programs
- Record of Offences

**EIC/SYS-530** *Formerly Identified as:* EIC-1060

## **Support**

*Description:* Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. *Topics:* Correspondence; evaluation reports.

**EIC/SYS-535** *Formerly Identified as:* EIC-1070

## **Advanced Systems**

*Description:* Information on the development and implementation of advanced technology systems. *Topics:* Research and correspondence on advanced technological systems; operational problems, performance reports on the employment and insurance on-line systems; Treasury Board submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems).

## **EDP Systems**

- National Employment Services System (NESS) — provides, via computer terminals in selected Canada Employment Centres in the Atlantic provinces, data on jobs available, employers, job seekers, referrals to employment and related data

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**EIC/SYS-540** *Formerly Identified as:* EIC-1080

## **Social Insurance Number Registration**

*Description:* Systems supporting administration of the SIN program.

*Topics:* Correspondence; status reports.

## **EDP Systems**

- Social Insurance Number Registration Program — data bank of all SINs issued in Canada; used to validate SIN data; produces reports and micrographics

**EIC/SYS-545** *Formerly Identified as:* EIC-1090

## **Annuities**

*Description:* Systems supporting administration of the Canadian Government Annuities program. *Topics:* Correspondence; status reports.

## **EDP Systems**

- Annuities Program — produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment — includes premium collection, related reports and micrographic listings

**EIC/SYS-550** *Formerly Identified as:* EIC-1100

## **Immigration**

*Description:* Systems supporting administration of the Immigration program. *Topics:* Correspondence; status reports.

## **EDP Systems**

- Enforcement
- General Immigration Data
- Landed Immigrant Data
- Stock Inventory Control System
- Visitor Data

**EIC/SYS-555** *Formerly Identified as:* EIC-1110

## **Management Data**

*Description:* Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. *Topics:* Correspondence; status reports; minutes of meetings.

## **EDP Systems**

- Immigration Program: Accounts Receivable — provides for the accounting, control and billing of loans granted to immigrants
- Employment and Immigration Information System (EIIS) — financial position of commitments, advances, overall non-salary items within CEIC; year-to-date financial, person-month, performance measurement information; employee information that allows production of certain personnel reports, and reports for management and central agencies
- Personnel Management Information System (PMIS) — contains details of organization, positions, salaries and personnel

**EIC/SYS-560** *Formerly Identified as:* EIC-1120

## **Technical Support**

*Description:* Information on the development and design of hardware, software and data communication requirements. *Topics:* Correspondence; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems.

**EIC/SYS-565** *Formerly Identified as:* EIC-1130

## **Computer Operations**

*Description:* Development and application of policies, standards and procedures for EDP installations. *Topics:* Policies and standards; training plans; EDP operational procedures; call reports, operational

emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software, related operational support; reports on EDP and associated clerical processing operations.

**EIC/SYS-570** *Formerly Identified as:* EIC-1140

## **Management Advisory Services**

*Description:* Information on in-house management consulting to national headquarters and the regions. *Topics:* Correspondence; progress reports; project files containing correspondence, analysis and evaluation of areas under study, consideration of alternatives and recommendations.

**EIC/SYS-575** *Formerly Identified as:* EIC-1150

## **Forms Management**

*Description:* Information on policies and procedures on forms management. *Topics:* Correspondence, bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management Committee and the Forms Co-ordination Committee; obsolete forms survey; activity reports and statistics.

**EIC/SYS-580** *Formerly Identified as:* EIC-1160

## **Design and Control**

*Description:* Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

**EIC/NSB-585** *Formerly Identified as:* EIC-1390

## **Social Insurance Number Registration**

*Description:* Information on applying for social insurance numbers. *Topics:* Correspondence on legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents and individuals who are neither Canadian citizens nor permanent residents; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs; production and activity reports; studies on the SIN program. *Storage Media:* Magnetic tape or disk for SIN master file; microfiche for listings containing individual SINs, names and other basic information; microfilm for copies of SIN applications or amendments. *Retrievability:* Microfiche files are arranged by names; microfilm, by SIN.

**EIC/NSB-590** *Formerly Identified as:* EIC-1400

## **Release of Information**

*Description:* Information on the release or exchange of SIN information. *Topics:* Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the Personal Information Index.)

**EIC/NSB-595** *Formerly Identified as:* EIC-1410

## **Record of Employment**

*Description:* Information on the processing of the third copy of the Record of Employment (ROE). *Topics:* Procedures, guidelines and correspondence on the processing of the third copy of the ROE forms and maintaining the ROE information bank. *Storage Media:* Magnetic tape and microfilm.

**EIC/NSB-600** *Formerly Identified as:* EIC-1420

## **Tax Enquiries (T4U/TP4U)**

*Description:* Requests for information on the T4U/TP4Us. *Topics:* Procedures for handling enquiries; issuing duplicate T4U/TP4Us; general correspondence. *Storage Media:* Magnetic tape and microfiche.



# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

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EIC/NSB-605 *Formerly Identified as:* EIC-1430

## **Annuities Program**

*Description:* Information on the administration of Canadian government annuities contracts. *Topics:* Correspondence on legislative and regulatory proposals; procedures on payment and refunds of premiums, duplicate and returned cheques, interest rates, cash surrender values and payment of income taxes by recipients; procedures governing annuity contracts and pension plans in payment, those not yet in payment, group contracts (purchased under employer pension plans) and individually purchased contracts; case files containing annuity applications, supporting documentation, enquiries, complaints and general correspondence; activity, statistical, actuarial and financial reports; surveys and studies on the program. *Storage Medium:* Magnetic tape or disk for data concerning vested contracts, individual and group deferred contracts, which are used to produce payments and T4 slips for annuitants and a variety of accounting, actuarial and administrative reports.

EIC/NSB-610 *Formerly Identified as:* EIC-1440

## **Employer Registration**

*Description:* Information on the granting and control of unemployment insurance premium reductions for employers with qualified salary replacement plans. *Topics:* Operational procedures; employer files containing applications, documentation, enquiries, complaints, appeals and audit reports; general enquiries; internal control of quality; monthly microfilm or microfiche listings of employers with qualified or non-qualified salary replacement plans; operational and statistical reports. *Storage Media:* Employer listings on microfilm or microfiche; certain statistical reports on magnetic tape or disk.

## **The Department**

EIC/PAF-615 *Formerly Identified as:* EIC-1170

## **Organization and Planning**

*Description:* Information on organization, objectives and operational plans. *Topics:* Information plans; organization charts; the current corporate planning cycle; the operational budget; operational plans; financial reports; the CEIC communications strategy.

EIC/SPP-620 *Formerly Identified as:* EIC-1180

## **General**

*Description:* Analyses and assessments of CEIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies for Benefit, Immigration and Labour Market Programs.

EIC/SPP-625 *Formerly Identified as:* EIC-1190

## **Census**

*Description:* Statistical surveys relating to CEIC programs. *Topics:* Statistical surveys developed for collecting census data on CEIC programs and activities for Statistics Canada.

EIC/SPP-630 *Formerly Identified as:* EIC-1200

## **Research**

*Description:* Non-program or policy specific CEIC research. *Topics:* Reports on general CEIC research not related to particular policies or programs.

EIC/SPP-635 *Formerly Identified as:* EIC-1210

## **Canadian Occupational Projection System (COPS)**

*Description:* Studies, data and forecasting techniques used to identify and measure future employment levels and possible imbalances between labour supply and demand based on a three- to ten-year forecast. *Topics:* Sector studies; supply and demand analyses; federal-provincial conferences; briefing material to selected groups.

EIC/SPP-640 *Formerly Identified as:* EIC-1230

## **Strategic Planning**

*Description:* Projects associated with Commission/Department preparation of medium- and long-term plans. *Topics:* Ongoing scanning of broad long-term socioeconomic developments to assess their potential impact on human resources, labour market, income maintenance and immigration policies; identification of broad strategic options to address gaps between current departmental operations and environmental trends; preparation of a planning environment assessment document, and the Commission/Department strategic planning framework/strategic overview.

EIC/SPP-645 *Formerly Identified as:* EIC-1240

## **Operational Planning**

*Description:* Activities associated with intra-departmental development and co-ordination of short-term planning requirements. *Topics:* Co-ordination or development of Strategic Policy and Planning and intra- departmental inputs into the Planning and Accountability Process, including short-term corporate priorities; operational plans, managerial contracts and budgets; performance measures and resource allocation; monitoring of corporate and program/service/regional activities; analysis of the Planning and Accountability Process.

EIC/SPP-650 *Formerly Identified as:* EIC-1250

## **Data Development**

*Description:* Information on projects associated with developing CEIC program data sources. *Topics:* Studies and projects on the development and maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files, benefit overpayment files and the National Job Bank; Strategic Policy and Planning inputs to Access to Information and Privacy; description of agreements on information exchange; co-operative agreements with provinces on developing new labour market databases.

EIC/SPP-655 *Formerly Identified as:* EIC-1260

## **International Analysis and Regional Relations**

*Description:* Information on projects associated with Regional Economic Services. *Topics:* Liaison with Regional Economic Services and national conferences.

EIC/SPP-660 *Formerly Identified as:* EIC-1270

## **OECD Manpower and Social Affairs Committee**

*Description:* Information on projects associated with Canada's involvement in the activities of the Organization for Economic Co-operation and Development (OECD) manpower and social affairs committee. *Topics:* Studies and projects addressing the analysis of papers and the preparation of briefing material for the manpower and social affairs committee ministerial-level conference; information for the production and distribution of inventories of documents pertaining to the OECD and for interpreting OECD activities for CEIC and provincial governments; revision of the Canadian inventory of federal employment and manpower measures; papers and reports on the manpower and social affairs committee and the working party on employment.

EIC/SPP-665 *Formerly Identified as:* EIC-1280

## **Immigration**

*Description:* Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects on assessment of the overall impact of the Immigration Program, including public perceptions on quality of service; evaluation of recruitment by employers of independent immigrants with prearranged employment; analysis of the impact of refugees on immigration and employment programs and services; examination of the effectiveness of existing referral guidelines used at Toronto International Airport; assessment of the immigration process from secondary examination through to



# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

the final case disposition; evaluation of the effectiveness of the group sponsorship program.

## EIC/SPP-670 *Formerly Identified as:* EIC-1290 **Insurance**

*Description:* Information on the efficiency and effectiveness of the Unemployment Insurance Program. *Topics:* Studies and projects on assessment of the overall impact of the Unemployment Insurance Program, including consideration of the effectiveness of maternity benefits; evaluation of the effectiveness of the Claimant Eligibility Review and alternative frameworks for program review; longitudinal evaluation of unemployment insurance control activities intended to protect the integrity of the insurance fund; assessment of the effectiveness of the Manual Report on Hiring System in deterring abuse of the insurance fund; companion evaluation of the Computerized Report on Hiring System; assessment of the effectiveness of the insurance appeals systems and consideration of alternatives; evaluation of the claims processing mechanism relating to the Premium Reduction Program; assessment of the effectiveness of union hall hiring agreements and consideration of alternatives; consideration of the effectiveness of supplementary employment benefits and the identification and assessment of alternatives; evaluation of the Insurance On-line System for the Atlantic provinces.

## EIC/SPP-675 *Formerly Identified as:* EIC-1300 **Job Creation and Employment Services**

*Description:* Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects on assessment of the overall impact of employment services, including alternative Canada Employment Centre marketing strategies; refinement of a methodology for evaluating the selection, referral and placement activities in Canada Employment Centres; consideration of the effectiveness of Canada Employment Centre counselling services including CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems); evaluation of the quality of referrals and placements by Canada Employment Centres, including an examination of employers' perceptions, assessment of the effectiveness of specialized Canada Employment Centres for students; evaluation of the effectiveness of the National Job Bank computerized job inventory program; consideration of possible improvements to the Metropolitan Order processing System (MOPS) for Toronto; assessment of the utility of the Summer Canada employment program and the Local Economic Development Assistance Program; consideration of the possible use of the unemployment insurance fund for job creation; evaluation of the Canada Community Development Projects program, the Canada Community Service Projects Program and the New Technology Employment Program.

## EIC/SPP-680 *Formerly Identified as:* EIC-1310 **Training**

*Description:* Information on the efficiency and effectiveness of CEIC training programs. *Topics:* Studies and projects examining the cost-effectiveness of the institutional training element of the National Training Program; evaluation of the effectiveness of utilizing unemployment insurance funds for training purposes; assessment of the National Industrial Training Program; analysis of the effectiveness of critical trade skills training.

## EIC/SPP-685 *Formerly Identified as:* EIC-1320 **Special Needs**

*Description:* Information on the assessment of employment programs designed to accommodate special employment needs. *Topics:* Studies and projects on the evaluation of the Local Employment Assistance Program (LEAP); evaluation of the cost-effectiveness of the Outreach program, providing employment services to special target groups; assessment of the effectiveness of the Program for the employment disadvantaged.

## EIC/SPP-690 *Formerly Identified as:* EIC-1330

### **Unemployment Insurance Program Policy Development and Analysis**

*Description:* Information on the analysis and development of unemployment insurance policy to accommodate changing socioeconomic and other influences affecting the labour market. *Topics:* Studies and projects on the assessment of the economic and labour market effects of unemployment insurance; consideration of the adequacy of unemployment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of unemployment insurance benefit expenditures and revenues; assessment of unemployment insurance claim behaviour subsequent to training; analysis of the maternity benefit program, including identification of a rationale and a financing mode; analysis of the treatment of earnings while on active unemployment insurance claim; examination of employment strategies of employers such as job rotation.

## EIC/SPP-695 *Formerly Identified as:* EIC-1340

### **Unemployment Insurance Program Impact Analysis**

*Description:* Information on the analysis of the effects of unemployment insurance on claimants, their dependents and the unemployed. *Topics:* Analysis of income protection for unemployed persons not receiving unemployment insurance benefits; analysis of Unemployment Insurance Program abusers and misusers; consideration of family characteristics (multiple-earner relationships, economic hardship while on claim) of unemployment insurance contributors and claimants; analysis of benefit claim duration; assessment of the utility and appropriateness of unemployment insurance coverage for seasonal workers.

## EIC/SPP-700 *Formerly Identified as:* EIC-1350

### **Immigration and Demographic Analysis**

*Description:* Immigration research and policy analysis and studies of demographic trends. *Topics:* Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; family class workers — sources, occupations and skills; an historical review of emigration from Canada; demographic issues; refugee studies; business immigration studies; review of the current immigration selection criteria to ensure they remain in accordance with labour market requirements, as well as immigration needs and objectives.

## EIC/SPP-705 *Formerly Identified as:* EIC-1360

### **Labour Market Studies (Revised)**

*Description:* Policy-oriented analytical studies on the structure and operation of the labour market in Canada and other countries for labour market policy and program development in CEIC. *Topics:* Studies related to the analysis of unemployment and structural labour market problems; analysis of labour market dynamics; the labour market experience of target groups; development of quantitative models for policy making, and provision of special studies and analytical advice to CEIC operational and policy branches; longitudinal studies and projects relating to labour market dynamics including examination of the flow of labour into and out of the labour force; analysis of administrative data sources for assessment of labour market developments; special projects such as labour market experience of women, male/female wage differentials, trends in long-term unemployment, and the impact of technological change on female employment.

## EIC/SPP-710 *Formerly Identified as:* EIC-1380

### **Labour Market Policy Analysis (Revised)**

*Description:* Development, analysis and assessment of labour market strategies and policies in the light of current and forecast labour market conditions. *Topics:* Analysis of labour market needs of individuals and employers; development and analysis of data pertaining to specific labour force participants such as youth, women,

# CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

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long-term unemployed, aboriginals, and others; analysis of strategies, policies and programs relating to such groups and others.

EIC/SPP-715 *Formerly Identified as:* EIC-1370

## **Current Economic Analysis (Revised)**

*Description:* Studies addressing current economic developments, labour market outlook (generally and with respect to specific labour force groups, regions or industries) and current analysis of occupational trends, technological changes and labour market imbalances. *Topics:* Studies and projects relating to the identification

of the labour market implications of proposed energy exploration and development; assessment of the anticipated impact of the effect on employment levels and distribution of the micro-electronics revolution; studies of particular industries or economic sectors to investigate current and future labour market conditions as inputs to labour market policy issues.

## **Deleted Classes of Records**

EIC-1220 Long Term Policy Development





# **DEPARTMENT OF ENERGY, MINES AND RESOURCES**

## **Chapter 39**

# DEPARTMENT OF ENERGY, MINES AND RESOURCES

## DEPARTMENT OF ENERGY, MINES AND RESOURCES

(EMR)

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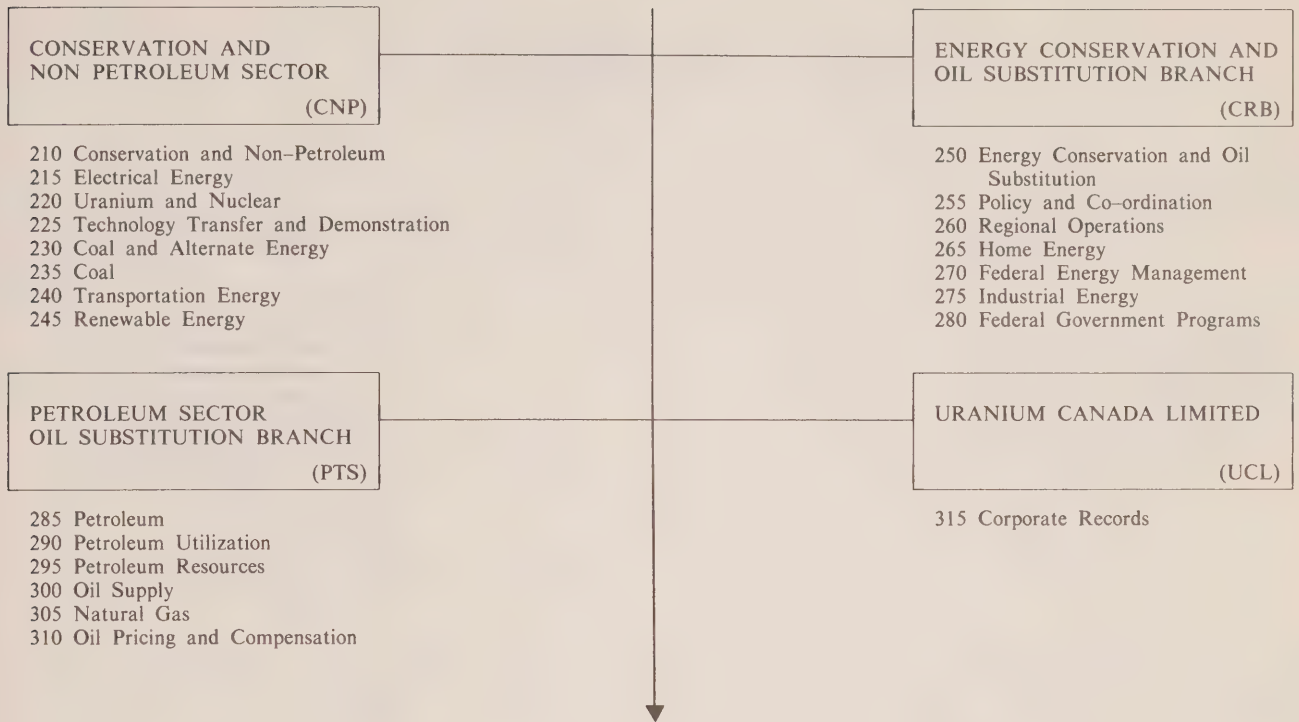
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# DEPARTMENT OF ENERGY, MINES AND RESOURCES

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# DEPARTMENT OF ENERGY, MINES AND RESOURCES

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### SURVEYS AND MAPPING BRANCH

(SMB)

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405 Canada Lands Surveying  
410 Geodesy  
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(PSP)

435 Polar Continental Shelf Project  
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# DEPARTMENT OF ENERGY, MINES AND RESOURCES

## MINERALS AND EARTH SCIENCES PROGRAM RESEARCH AND TECHNOLOGY SECTOR

### CANADA CENTRE FOR MINERAL AND ENERGY TECHNOLOGY

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Energy Technology  
455 Canada Explosives Act  
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### EXPLOSIVES BRANCH

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### CANADA CENTRE FOR REMOTE SENSING

(RSB)

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475 Air Operations  
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Tasks and Programs

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
DEPARTMENT OF ENERGY, MINES  
AND RESOURCES  
580 BOOTH STREET  
OTTAWA, ONTARIO  
K1A 0E4

# DEPARTMENT OF ENERGY, MINES AND RESOURCES

## Background

Although the Department of Energy, Mines and Resources is comparatively new, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871, and parts of the Surveys and Mapping Branch were established in 1872.

Previously known as the Department of Mines and Technical Surveys, the Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. At that time it assumed a new and important role as policy maker in energy development. Since then, the Department has been given a strong mandate to fulfil its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

The Department comprises three programs: Energy; Minerals and Earth Sciences; and Administration. Together they provide initiatives directed towards national economic development.

## Laws and Regulations

The Department of Energy, Mines and Resources is responsible for the following legislation:

### Principal Departmental Statutes

- Department of Energy, Mines and Resources Act, RSC 1970, c.E-6
- Resources and Technical Surveys Act, RSC 1970, c.R-7

### Statutes Actively Administered by the Ministry

- Atomic Energy Control Act, RSC 1970, c.A-19
- Canada Lands Surveys Act, RSC 1970, c.L-5
- Canada Oil and Gas Act, RSC 1980-81-82, c.81
- Canada Home Insulation Program Act, SC 1980-81-82, c.57
- Canadian Ownership and Control Determination Act, SC 1980-81-82, c.107
- Co-operative Energy Act, SC 1980-81-82, c.108
- Energy Monitoring Act, SC 1980-81-82, c.112 (part of Bill C-106)
- Energy Supplies Emergency Act, 1970, SC 1978-79, c.17
- Home Insulation (N.S. and P.E.I.) Programs Act, SC 1980-81-82, c.58
- International Boundary Commission Act, RSC 1970, c.I-19
- National Energy Board Act, RSC 1970, c.N-6
- Nuclear Liability Act, RSC 1970, c.29 (1st Supplement)
- Oil and Gas Production and Conservation Act, RSC 1970, c.O-4
- Oil Substitution and Conservation Act, SC 1980-81-82, c.59
- Petro-Canada Act, SC 1974-75-76, c.61
- Energy Administration Act, SC 1974-75-76, c.47
- Petroleum Incentives Program Act, SC 1980-81-82, c.107

### Administration of Changes in Provincial Boundaries

- Alberta Act, SC 1905, c.3
- Alberta-British Columbia Boundary Act, SC 1932, c.5
- Manitoba-Northwest Territories Boundary Act, 1958, SC 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, SC 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, SC 1967-68, c.12
- Manitoba Boundaries Extension Act, SC 1912, c.32

- Manitoba-Northwest Territories Boundary Act, SC 1966-67, c.61
- Manitoba-Saskatchewan Boundary Act, 1966-67, c.57
- Ontario Boundaries Extension Act, SC 1912, c.40
- Ontario-Manitoba Boundary Act, SC 1953-54, c.9
- Québec Boundaries Extension Act, SC 1912, c.45
- Saskatchewan-Northwest Territories Boundary Act, SC 1966-67, c.58
- Yukon Act, SC 1898, c.6

### Inactive Statutes under Ministry Administration

- Beauharnois Light, Heat and Power Company Act, SC 1931, c.19
- Bras d'Or Coal Company Limited, Agreement Act, SC 1960-61, c.20
- Dominion Coal Board Dissolution Act, SC 1969-70, c.29
- Emergency Gold Mining Assistance Act, RSC 1970, c.E-5
- Emergency Supplies Emergency Act, SC 1973-74, c.52

## Crown Corporations Reporting to Parliament through the Minister

- Atomic Energy Control Board
- Atomic Energy of Canada Limited
- Petro-Canada Limited
- Uranium Canada Limited
- Eldorado Aviation Limited
- Eldorado Nuclear Limited

## Autonomous Agencies Reporting to Parliament through the Minister

- Board of Examiners for Canada Lands Surveys
- Canadian Permanent Committee on Geographical Names
- Energy Supplies Allocation Board
- National Energy Board
- Petroleum Monitoring Agency

## Overall Responsibilities

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and to broaden the knowledge of Canada's landmass for the benefit of all Canadians. To this end, the Department fosters national policies based on research and data collection in the earth, mineral, and metal sciences and on policy, economic and social analyses. The Department also carries out an earth sciences program on the conservation and use of the Canadian landmass; and it makes available the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide range of customers across the country.

## General Information

General departmental information is provided by offices in Ottawa and across Canada. Contact may be made by telephone or by writing to one of the following addresses:



## DEPARTMENT OF ENERGY, MINES AND RESOURCES

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### Newfoundland

Departmental Information Office  
Conservation and Renewable Energy Office  
Atlantic Place  
7th Floor, Box 65  
215 Water Street  
St. John's, Newfoundland  
A1C 6C9  
Telephone: (709) 737-5464

Canada Oil and Gas Lands  
Administration  
354 Water Street, Room 408  
St. John's, Newfoundland  
A1C 5H5  
Telephone: (709) 737-2125

### Prince Edward Island

Departmental Information Office  
Conservation and Renewable Energy Office  
Waterfront Shopping Centre  
98 Water Street  
Summerside, Prince Edward Island  
C1N 1A8  
Telephone: (902) 436-7283

### Nova Scotia

Departmental Information Office  
Conservation and Renewable Energy Office  
Bank of Montreal Tower, 5th Floor  
5151 George Street  
Halifax, Nova Scotia  
B3J 1M5  
Telephone: (902) 426-8600, -8606 or -8607

Atlantic Geoscience Centre  
Geological Survey of Canada  
Bedford Institute of Oceanography  
P.O. Box 1006  
Dartmouth, Nova Scotia  
B2Y 4A2  
Telephone: (902) 426-2367 or -2730

Canada Benefits Branch  
Bedford Institute of Oceanography  
P.O. Box 1006  
Dartmouth, Nova Scotia  
B2Y 4A2  
Telephone: (902) 426-3179

Canada Oil and Gas Lands Administration  
P.O. Box 1006  
Dartmouth, Nova Scotia  
B2Y 4A2  
Telephone: (902) 426-2525

Explosives Branch  
Sir John Thompson Building  
Room 410  
1256 Barrington Street  
Halifax, Nova Scotia  
B3J 1Y6  
Telephone: (902) 426-3559

Regional Surveyor  
Surveys and Mapping Branch  
P.O. Box 368  
Government of Canada Building  
40 Havelock Street  
Amherst, Nova Scotia  
B4H 3Z5  
Telephone: (902) 667-7249

### New Brunswick

Departmental Information Office  
Conservation and Renewable Energy Office  
835 Champlain Street  
Dieppe, New Brunswick  
E1A 1P4  
Telephone: (506) 388-6070

### Québec

Departmental Information Office  
Conservation and Renewable Energy Office  
605 Dorchester Blvd. West  
Ground Floor  
Montréal, Québec  
H3B 1P4  
Telephone: (514) 283-5644 or -5645

Regional Information and Sales Centre  
1535 Ste-Foy Road  
Ste-Foy, Québec  
G1S 2P1  
Telephone: (418) 694-3325

Explosives Branch  
Inspector of Explosives  
1262 Maguire Avenue  
P.O. Box 463  
Québec, Québec  
G1T 2R8  
Telephone: (418) 694-7702

Regional Surveyor  
Surveys and Mapping Branch  
1141 Route de l'Eglise  
6th Floor  
P.O. Box 9874  
Ste-Foy, Québec  
G1V 4C5  
Telephone: (418) 694-4325

### Ontario

Departmental Information Office  
Conservation and Renewable Energy Office  
55 St. Clair Avenue East, 6th Floor  
Toronto, Ontario  
M4T 1M2  
Telephone: (416) 996-5814 or -5679

Petroleum Prices and Compensation Programs  
344 Wellington Street  
Ottawa, Ontario  
K1A 0E4  
Telephone: (613) 996-2611

Canada Oil and Gas Lands Administration  
355 River Road  
14th Floor  
Vanier, Ontario  
K1L 8C1  
Telephone: (613) 993-3760

Elliot Lake Laboratories  
Canada Centre for Mineral and Energy Technology  
(CANMET)  
P.O. Box 100  
Elliot Lake, Ontario  
P5A 2J6  
Telephone: (705) 848-2236

## DEPARTMENT OF ENERGY, MINES AND RESOURCES

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Regional Surveyor  
Surveys and Mapping Branch  
25 St. Clair Avenue East  
Toronto, Ontario  
M4T 1M2  
Telephone: (416) 996-7503

Communications Branch  
Energy, Mines and Resources  
580 Booth Street  
Ottawa, Ontario  
K1A 0E4  
Telephone: (613) 995-3065

### Manitoba

Departmental Information Office  
Conservation and Renewable Energy Office  
110-112 Osborne Avenue South  
Winnipeg, Manitoba  
R3L 1Y5  
Telephone: (204) 949-4266, -4272, -4537 or -4536  
also 1-800-542-8927 or -8928

Regional Surveyor  
Surveys and Mapping Branch  
275 Portage Avenue  
Winnipeg, Manitoba  
R3B 2B3  
Telephone: (204) 949-4954

### Saskatchewan

Departmental Information Office  
Conservation and Renewable Energy Office  
S.J. Cohen Building  
119 Fourth Avenue  
7th Floor, Suite 706  
Saskatoon, Saskatchewan  
S7K 2L2  
Telephone: (306) 665-4519 or -4532

Regional Surveyor  
Surveys and Mapping Branch  
409-1853 Hamilton Street  
Torwest Tower  
Regina, Saskatchewan  
S4P 2C1  
Telephone: (306) 359-5401

### Alberta

Departmental Information Office  
Conservation and Renewable Energy Office  
Grandin Park Plaza  
2nd Floor, Room 200  
22 Sir Winston Churchill Avenue  
St. Albert, Alberta  
T8N 1B4  
Telephone: (403) 420-4035

Departmental Information Office  
220 Fourth Avenue, Room 622  
Calgary, Alberta  
T2G 4X3  
Telephone: (403) 231-4488

Institute of Sedimentary and Petroleum Geology  
Geological Survey of Canada  
3303-33rd Street N.W.  
Calgary, Alberta  
T2L 2A7  
Telephone: (403) 284-0110

Petroleum Incentives Program Office  
Federal Building, Room 332  
220 Fourth Avenue S.E.  
P.O. Box 2907, Station "M"  
Calgary, Alberta  
T2P 3L7  
Telephone: (403) 231-5005

Western Office (Mining)  
Canada Centre for Mineral and Energy Technology  
(CANMET)  
3303-33rd Street N.W.  
Calgary, Alberta  
T2L 2A7  
Telephone: (403) 284-0110

Western Research Laboratories (Coal)  
Canada Centre for Mineral and Energy Technology  
(CANMET)  
11315-87th Avenue  
Edmonton, Alberta  
T5W 2T7  
Telephone: (403) 464-9212

Western Research Laboratories (Coal)  
Canada Centre for Mineral and Energy Technology  
(CANMET)  
P.O. Box 3294  
Sherwood Park, Alberta  
T8A 2A6

Explosives Branch  
Inspector of Explosives  
220 Fourth Avenue S.E.  
P.O. Box 2868, Station "M"  
Calgary, Alberta  
T2P 3C2  
Telephone: (403) 231-4766

Regional Surveyor  
Surveys and Mapping Branch  
9942-108th Street  
Edmonton, Alberta  
T5K 2J5  
Telephone: (403) 420-2496

### British Columbia

Departmental Information Office  
Conservation and Renewable Energy Office  
Malborough Mall  
5021 Kingsway, 3rd Floor  
Burnaby, British Columbia  
V5H 2E5  
Telephone: (604) 524-7222 or -7224

Geological Survey of Canada  
100 West Pender Street  
Vancouver, British Columbia  
V6B 1R8  
Telephone: (604) 544-1271

Pacific Geoscience Centre  
Geological Survey of Canada  
Marine Geology Unit  
Patricia Bay  
P.O. Box 6000  
Sidney, British Columbia  
V8L 4B2

## DEPARTMENT OF ENERGY, MINES AND RESOURCES

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Explosives Branch  
Inspector of Explosives  
Sun Tower Building, 7th Floor  
100 West Pender Street  
Vancouver, British Columbia  
V6B 1R8  
Telephone: (604) 544-1360

Geological Survey of Canada  
Surveys and Mapping Branch  
700 West Georgia Street  
Vancouver, British Columbia  
V7Y 1B6  
Telephone: (604) 544-1679

Victoria Geophysical Observatory  
Earth Physics Branch  
R.R. 7  
5071 West Saanich Road  
Victoria, British Columbia  
V8X 3X3  
Telephone: (604) 873-4669

### Yukon

Departmental Information Office  
Conservation and Renewable Energy Office  
2078 Second Avenue  
Whitehorse, Yukon  
Y1A 1B1  
Telephone: (403) 668-2828

Regional Surveyor  
Surveys and Mapping Branch  
204 Range Road  
Whitehorse, Yukon  
Y1A 3V1  
Telephone: (403) 668-2636

### Publications

Pamphlets, brochures, guidebooks and other publications that cover a wide variety of departmental programs and services are available free of charge from the Department through any of the offices listed above. General publications can be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Québec, K1A 0S9. Maps are available at the Information and Sales Centre, Department of Energy, Mines and Resources, 580 Booth Street, Ottawa, Ontario, and at the Regional Map Sales Office, 1535 Ste-Foy Road, Québec, Québec.

### Libraries

Libraries with public reading area facilities are located at the following addresses:

Geological Survey Library  
601 Booth Street  
Ottawa, Ontario  
Telephone: (613) 995-4163

Canada Centre for Mineral and Energy Technology  
(CANMET)  
Library  
555 Booth Street  
Ottawa, Ontario  
Telephone: (613) 995-4162

Headquarters Library  
580 Booth Street  
Ottawa, Ontario  
Telephone: (613) 996-0825

Surveys and Mapping Library  
615 Booth Street  
Ottawa, Ontario  
Telephone: (613) 995-4071

Earth Physics Library  
1 Dominion Observatory Crescent  
Ottawa, Ontario  
Telephone: (613) 995-5550

Canada Centre for Remote Sensing Library  
240 Bank Street, 5th Floor  
Ottawa, Ontario  
K2P 1X4  
Telephone: (613) 995-5645

Cordilleran Geology Division Library  
100 West Pender Street  
Vancouver, British Columbia  
Telephone: (604) 544-3812

Institute of Sedimentary and Petroleum Geology Library  
3303-33rd Street N.W.  
Calgary, Alberta  
Telephone: (403) 284-0110

### Access Procedures

Formal requests for information under the *Access to Information Act* and complaints and enquiries on the administration of the Act within the Department should be addressed to

Co-ordinator, Access to Information and Privacy  
Department of Energy, Mines and Resources  
580 Booth Street  
Ottawa, Ontario  
K1A 0E4  
Telephone: (613) 996-0825

Branch heads decide on the disclosure of information under their control that may be subject to exemptions in the Act or to third-party notification.

### Departmental Executives

At the corporate level, the assistant deputy minister, Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the Department, and will investigate all complaints on issues related to applications and service to the public. The deputy minister will oversee the final resolution of any complaints or legal actions concerning disclosure of information held by the Department.

### Office of Environmental Affairs

Through the Office of Environmental Affairs (OEA), the Department of Energy, Mines and Resources is involved in the development of broad environmental policies affecting energy and mineral strategies. The Department participates in the Federal Environmental Assessment and Review Process (EARP) through OEA, by screening Department initiatives and by co-ordinating expertise in minerals, energy and earth sciences for the various EARP activities and reviews. OEA directs departmental research and development on the environmental and public health implications of Canada's energy policies.



# DEPARTMENT OF ENERGY, MINES AND RESOURCES

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## ENERGY PROGRAM

### Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) is responsible for the disposition and management of oil and gas rights on Canada lands, and all mineral rights in offshore areas. It also supervises and regulates oil and gas operations under federal jurisdiction and makes recommendations on the preparation of regulations and legislation related to these responsibilities.

#### Manuals

- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Orders-in-Council
- Accounting Procedures Manual for Oil and Gas Permits

### Petroleum Incentives Administration

The Petroleum Incentives Administration is responsible for the administration of the *Petroleum Incentives Program Act* and the *Canadian Ownership and Control Determination Act*. In this capacity, the administration is responsible for the collection, analysis and study of information pertaining to the determination of companies' and individuals' Canadian ownership rate and control status and their eligibility for reimbursement of certain approved expenditures, and the development of policy and regulations.

#### Manuals

- Petroleum Incentives Program (PIP) Information Kit
- Canadian Ownership and Control (COCD) Determination Information Kit
- Manual of Interpretations of COCD Regulations (under development)
- Policy and Precedents Manual — PIP Program
- Case Assessment Criteria Manual — PIP Program

### Energy Supplies Allocation Board

The board develops policies, programs and information systems for the allocation of crude oil and petroleum products in the event of an emergency, and for a supplementary rationing system to reinforce the allocation programs, if required. It monitors petroleum supply and demand trends to evaluate the need for emergency measures as provided by the *Energy Supplies Emergency Act*.

#### Manuals

- Crude Oil Allocation Manual
- Petroleum Products Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation Systems Manual

### Energy Policy Analysis Sector

This sector conceptualizes and develops Canadian energy strategy, policy and programs, negotiates and co-ordinates all aspects of Canadian energy policy in both the domestic and international areas, and co-ordinates energy policy and program functions at the departmental level. It also conducts economic and financial analyses concerned with energy policy alternatives, Canadianization, corporations, and energy projects and programs. The activities of the sector are carried out by the following branches: Energy Strategy, Financial and Fiscal Analysis, Corporate Development and Economic Analysis, International Energy Relations, and Energy Policy Co-ordination.

## Conservation and Non-Petroleum Sector

The non-petroleum part of the sector conducts studies on coal, uranium and nuclear, electrical, transportation and renewable energy, for policy development and information purposes. It evaluates Canada's non-petroleum energy sources and reserves and determines the demand for these resources. It is also concerned with assessments and programs relative to resource exploration, development, transportation and transmission, and use.

### Energy Conservation and Oil Substitution Branch

This branch analyzes energy demand in major end-use sectors to define the potential for energy conservation and develops programs to ensure that the full economic potential for conservation is attained. The branch is concerned with information dissemination, the provision of incentive grants and loans, and demonstrations and related conservation programs in support of greater conservation effectiveness in the residential, building, industry and federal government sectors.

### Petroleum Sector

This sector conducts studies on petroleum and natural gas for policy development and information purposes. It evaluates Canada's oil and gas sources and reserves and determines the demand for these resources; it is concerned with assessments and programs on resources, exploration, development, transportation, processing, marketing, use and pricing; and it is responsible for such major programs as the Oil Import Compensation Program and the Distribution Systems Expansion Program. The activities of the Petroleum Sector are carried out by the following branches: Petroleum Utilization, Petroleum Resources, Oil Supply, Natural Gas, Oil Pricing and Compensation.

#### Manuals

- Oil Import Compensation Program Procedures Handbook
- New Petroleum Resources Compensation Program Procedures Handbook
- Domestic and Foreign Petroleum and Petroleum Products
- Levy Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports

### Uranium Canada Limited

Uranium Canada Limited (UCAN), a Crown corporation incorporated in June 1971 under the *Canada Corporations Act* and continued under the *Canada Business Corporations Act* in 1980, is for all its purposes, an agent of Her Majesty, and its powers may be exercised only as an agent of Her Majesty. The objective of the Corporation is to negotiate, execute and perform agreements for the purchase, stockpiling and sale of uranium concentrates and to do or procure the doing of anything necessary or incidental thereto, all subject to the approval of the Governor-in-Council.

The activities of the Corporation ceased on May 29, 1981, with the transfer of the residual uranium stockpile to Eldorado Nuclear Limited.

## MINERALS AND EARTH SCIENCES PROGRAM

### Earth Sciences Sector

This sector comprises activities of the Minerals and Earth Sciences Program directly related to Canada's landmass, its mineral and energy resources and geological hazards. All activities of the sector

## DEPARTMENT OF ENERGY, MINES AND RESOURCES

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contribute directly to the attainment of the objectives of the Minerals and Earth Sciences Program.

A comprehensive, integrated geoscience knowledge base encompassing the whole of the Canadian landmass, onshore and offshore, is an essential prerequisite for exploration, development and management of mineral and fossil fuel resources, identifying and overcoming constraints to development and natural hazards, and minimizing the deleterious effects of human activity on the environment. Concerns for which this knowledge is critical include the effects of permafrost on petroleum development and transportation, pipeline routing, disposal of radioactive waste, geothermal energy, acid rain, seismic risks in areas of development and national defence. The activities of the Earth Sciences Sector are carried out by four branches: Earth Physics, Geological Surveys of Canada, Surveys and Mapping and the Polar Continental Shelf Project.

### Earth Physics Branch

This branch contributes fundamental information on the geophysical framework and processes of the landmass, including a knowledge of the gravity and magnetic fields, geothermal properties and seismicity of the country.

#### Manuals

- Standard Seismograph Station Operator's Manual
- Regional Station Operator's Manual
- Instrument Operations in the Field and Laboratory

### Geological Surveys of Canada

Geological Surveys of Canada contributes the results of the geological research and surveys, quantitative measurements resulting from geophysical and geochemical surveys, and research on exploration methods and technologies.

#### Manuals

- Catalogue of Scientific Projects

### Surveys and Mapping Branch

This branch provides the foundation for the other activities of the sector, other government departments, municipal and provincial governments, agencies, and industries by providing the geodetic, topographic and geographic base of Canada. In addition, the branch has the responsibility for the periodic production of a national atlas, cyclic revision of aeronautical charts, electoral maps and the surveying of Canada Lands.

#### Divisions

- Branch Headquarters
- Geodetic Survey Division
- Topographical Survey Division
- Geographical Services Directorate
- Legal Surveys Division
- International Boundary Commission
- Reproduction and Distribution Division

#### Manuals

- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports
- Digital Mapping Standards
- 15 Year Long Range Plan — International Boundary Commission Field Manual

### Polar Continental Shelf Project

The Polar Continental Shelf Project provides a centralized logistic service for scientific work being conducted in the Arctic. In addition, it provides information to the scientific community and local inhabitants, on Arctic research and operations. It also conducts limited research into Arctic problems that are not being addressed by other agencies.

### Research and Technology Sector

This sector is responsible for research that spans the accepted public sector spectrum of policy research and development, and protection and productivity technologies to enhance the development of Canada's renewable and non-renewable resources. Specifically, four activities in the Minerals and Earth Sciences Program and one activity in the Energy Program address technologies for the extraction, processing, use and conservation of mineral and energy resources; for the regulation of explosives; and for remote sensing. These areas of interest — energy, mineral resources and high-technology industrial development — relate directly to government priorities for the 1980s. These activities are carried out by four branches: the Canada Centre for Mineral and Energy Technology (CANMET), the Canada Centre for Remote Sensing (CCRS), the Office of Energy Research and Development (OERD) and the Explosives Branch.

### Canada Centre for Mineral and Energy Technology

The Canada Centre for Mineral and Energy Technology (CANMET) carries out research and development to ensure the effective use of minerals and energy, to develop new technology, and to ensure the availability of energy from innovative as well as traditional sources. Work proceeds in-house and through contracts to find ways of improving the recovery, processing and use of energy resources. Research focuses on developing alternative resources that lie untapped: oil sands and heavy oils; substituting coal for oil and gas in the generation of electrical energy; and minerals technology. The focus is on exploitation of deep-lying, complex deposits, recycling waste products and reducing environmental damage. CANMET is also charged with the certification of non-destructive testing personnel for government and industry. Work is carried out through the Physical Metallurgy Research Laboratories (PMRL), the Mining Research Laboratories (MRL), the Mineral Sciences Laboratories (MSL) and the Energy Research Laboratories (ERL).

#### Manuals

- User Manuals for Computer Applications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- X-Ray Operations
- Analytical Method of Waste Water
- Guide for the Preparation of CANMET Publications

### Canada Centre for Remote Sensing

The Canada Centre for Remote Sensing (CCRS) is responsible for the development and demonstration of systems, methods and instruments to acquire, disseminate and analyze remote sensing data from aircraft and satellites as a contribution to the development of effective information and management systems for Canada's land and ocean resources and environment.

#### Manuals

- Manual for Operation of Photographic Analysis System



# DEPARTMENT OF ENERGY, MINES AND RESOURCES

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## Explosives Branch

This branch is responsible for the administration of the *Canada Explosives Act* and related activities in the explosives field. Its responsibility includes control over all factories that produce commercial blasting explosives, military explosives, blasting accessories, sporting ammunition, fireworks and other pyrotechnics, and control of the quality and safety of these products. The branch also monitors road transportation, storage, sale and importation of explosives.

### Manuals

- Explosives Branch File Index

## Office of Energy Research and Development

The Office of Energy Research and Development (OERD), as Secretariat for the Interdepartmental Panel on Energy Research and Development, is responsible for the development of federal research and development (R&D) policies to support national energy strategy options; collection of information on R&D and demonstration activities in federal and provincial departments and agencies, industry, universities, and internationally; provision of advice on the allocation of federal R&D resources; technical evaluation of federal R&D programs; management of energy R&D programs through contracts and co-operative agreements; and provision of information on Canadian energy research and development.

## Mineral Policy Sector

This sector is responsible for developing, promoting, co-ordinating and recommending national policies, plans and programs for non-fuel minerals. It is also responsible for the collection, assembly and publication of national mineral statistics on behalf of the federal government in co-operation with the provinces and for the management on behalf of the federal government of mineral development sub-agreements with the provinces. In addition, the sector provides direction for the management of the Minerals Program within the Department.

Its work includes the collection of national and international data and intelligence, the conduct of ongoing appraisals, studies and representations in a provincial, national and international context on matters of exploration, development, production, processing, transportation, trade and use of non-fuel minerals. The sector is divided into three branches: Minerals and Metals Strategy, Economic Policy and Financial Analysis, Resource Supply and Information.

### Manuals

- Mineral Policy Sector Records Index

## Classes of Records

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EMR/DEX-005 *Formerly Identified as:* NO REFERENCE  
**Science and Technology (New)**

*Description:* Information relating to scientific and technological research, and activities pertaining to Canada's landmass and its energy and mineral resources. In 1981, the Science and Technology Sector was restructured into the Research and Technology, and Earth Sciences Sectors. This class also includes information on general co-operation and liaison with provincial governments and foreign countries. *Topics:* Committee on the Challenges of Modern Society; international science and technology; unsolicited proposals; environment; air pollution; long range transport of air pollutants; Environmental Assessment and Review Process (EARP); land; water pollution; international environmental issues; co-operation and liaison; federal/provincial liaison; international liaison; energy technology;

coal technology; explosives; remote sensing; international remote sensing.

EMR/DEX-010 *Formerly Identified as:* NO REFERENCE  
**Earth Sciences (New)**

*Description:* Information relating to Earth Sciences activities ensuring the availability of scientific data on the earth's crust necessary for effective resource management. *Topics:* Earth Sciences Sector program planning; interdepartmental liaison; provincial liaison; Advisory Committee on Northern Development; Earth Sciences international bilateral and multilateral relations; EMR Research Agreements Program (RAP); RAP applications assessments; Canadian universities/RAP; departmental grants review committee; provincial research councils/RAP; research institutes and societies/RAP; Earth Sciences Sector communications; Earth Sciences operations; Earth Physics operations; Geological Surveys operations; Polar Continental Shelf operations; Surveys and Mapping operations; Marine Geoscience; minerals issues.

EMR/DEX-015 *Formerly Identified as:* NO REFERENCE  
**Minerals (New)**

*Description:* Information relating to the advice and recommendations made in reference to strategies and policies concerning mineral exploration and development. *Topics:* Mineral supply and development; mineral evaluation and monitoring; mineral information systems; mineral information exchanges; mineral technology; international minerals.

EMR/DEX-020 *Formerly Identified as:* NO REFERENCE  
**Energy Policy (New)**

*Description:* Information relating to the establishment of federal energy policies, strategies and activities and to Canada's international energy relations. *Topics:* International Energy Agency (IEA); provincial energy policies; international energy policies; National Energy Program (NEP); Canadianization; acquisition and establishment of coal, oil and gas, mineral and uranium industries; provincial relations.

EMR/DEX-025 *Formerly Identified as:* NO REFERENCE  
**Economic Analysis (New)**

*Description:* Information relating to the analysis of the Canadian economy and economic outlooks and forecasts. Includes the assessment of macroeconomic impact of mineral and energy policies, regional development taxation, and the economic environment of foreign countries. *Topics:* Economic analysis; economic analysis of the Minerals Sector; Interdepartmental Economic Intelligence Committee; Committee of Deputy Ministers on Economic Development; Ministry of State for Economic Development (MSED); MSED auctions; regional economic development; federal economic development co-ordinators (FEDC); general and subsidiary development agreements; regional economic analysis and development in the Minerals Sector; international economic analysis; Organization for Economic Co-operation and Development (OECD); Canada/USSR Economic Co-operation Agreements and Mixed Commission; UN Economic and Social Council (ECOSOC); economic analysis of taxation policies and systems.

EMR/DEX-030 *Formerly Identified as:* NO REFERENCE  
**Emergency Planning (New)**

*Description:* Information relating to the development of policies, regulations, control systems, and information systems for the allocation of refined products to wholesale petroleum customers, and a supplementary rationing program to reinforce the allocation programs as required; to the monitoring of trends in petroleum supply and demand, and the administration of national emergency and demand restraint measures. *Topics:* Emergency planning; Energy Supplies Allocation Board (ESAB) administration; allocation and rationing.



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EMR/DEX-035 *Formerly Identified as:* NO REFERENCE

### Energy Conservation (New)

*Description:* Information relating to the analysis of energy demand, to define the potential for energy conservation and the development of policies and programs to ensure that full economic potential for conservation is attained. Includes information on the provision of incentive grants and loans, and on related programs in support of energy conservation in the transportation, building, industry and federal government sectors. *Topics:* Energy conservation; provincial energy conservation; energy conservation in buildings; Canadian Oil Substitution Program (COSP); energy conservation in industry and transportation; Internal Energy Conservation Program; renewable energy resources.

EMR/DEX-040 *Formerly Identified as:* NO REFERENCE

### Energy Research and Development (New)

*Description:* Information relating to energy research and development, including public correspondence on various energy programs, liaison with Canadian universities, publications and press clippings on energy issues, as well as committees involved in energy research development. *Topics:* International energy research and development; IEA Committee on Energy Research and Development (CRD); provincial energy research and development; Alberta/Canada Energy Resources Research Fund (ACERRF), industry, Interdepartmental Panel on Energy Research and Development; research and development tasks and programs, proposals and fundings; conservation task; oil and coal task; nuclear energy task; renewable energy task; new liquid fuels task; conventional energy systems task; Office of Energy Research and Development (OERD); co-ordination and generic environment task; management of non-renewable resources; *Canada Oil and Gas Act* (Bill C-48); transfer of mineral rights; offshore mineral rights.

EMR/DEX-045 *Formerly Identified as:* NO REFERENCE

### Non-Petroleum Sources (New)

*Description:* Information relating to the assessment of Canada's non-petroleum sources and reserves such as coal, electrical energy, nuclear energy and uranium. *Topics:* Coal; coal resource development, production and marketing; international coal; electrical energy; resource development; production and marketing of electricity; electrical transmission lines; nuclear energy and uranium; nuclear and uranium resource development, production and marketing; nuclear waste management; irradiated fuel waste (high level); low level radioactive waste (LLRW); international nuclear energy and uranium.

EMR/DEX-050 *Formerly Identified as:* NO REFERENCE

### Petroleum Sources (New)

*Description:* Information relating to the assessment of Canada's petroleum sources and reserves; supply and demand for these resources; resource exploration, development and translation. *Topics:* Petroleum industry; petroleum products pricing; gas pricing; petrochemicals; petroleum sources and reserves; petroleum exploration; offshore drilling; petroleum utilization; petroleum supply and demand; petroleum exports and exchanges; international petroleum industry; transportation; transportation studies; pipelines; certificates of public convenience and necessity; pipeline activities and projects.

EMR/DEX-055 *Formerly Identified as:* NO REFERENCE

### Pricing and Compensation (New)

*Description:* Information relating to the analysis of imported petroleum compensation; system of price blending and reference (incentive) pricing. *Topics:* Petroleum Incentive Administration (PIA); Petroleum Monitoring Agency (PMA).

EMR/EVA-060 *Formerly Identified as:* NO REFERENCE

### Environmental Affairs (New)

*Description:* Information relating to the co-ordination of departmental participation in environmental assessment review. Includes advice and recommendations to senior management on environmental matters as they pertain to Energy and Mineral policy. *Topics:* Associations and organizations; environmental conferences; liaison; environmental committees; air emissions; acid rain; lead in gasoline issues; long range transport of air pollutants; Arctic environmental issues; climatic issues; energy research and development; energy sources; environmental assessment and review process; mineral industry issues; nuclear issues.

EMR/CGA-065 *Formerly Identified as:* NO REFERENCE

### Canada Oil and Gas Lands Administration (New)

*Description:* Information relating to the management of federal interests in development, exploration and production of oil, gas and other mineral resources in the Canada Lands. *Topics:* Interdepartmental, provincial and international liaison; northern development; constitutional development; energy and economics studies; federal, provincial and international legislation; resources management legislation; *Public Land Grants Act and Territorial Lands Act*; *Oil and Gas Production and Conservation Act*; socioeconomic concerns; environmental concerns; committees; company information; Petroleum Incentives Program.

EMR/CGA-070 *Formerly Identified as:* EMR-341

### Canada Benefits

*Description:* Information relating to analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements, to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages; employment benefits; East Coast employment benefits; northern regions employment benefits; industrial benefits; social benefits; consultant services; project notification; research and development programs; sector supply and services; technology transfer; work plans and status reports.

EMR/CGA-075 *Formerly Identified as:* EMR-342

### Environmental Protection

*Description:* Information relating to the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the effects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; industry contingency planning; international contingency planning; environmental assessment; East Coast offshore environmental assessment; environmental assessment and review process; environmental studies revolving fund; environmental research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security; work plans and status reports.

EMR/CGA-080 *Formerly Identified as:* EMR-343

### Land Management

*Description:* Information relating to the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; mineral rights transfer; work plans and status reports.

EMR/CGA-085 *Formerly Identified as:* EMR-344

### Policy Analysis and Co-ordination

*Description:* Information relating to analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review; work plans and status reports.

## DEPARTMENT OF ENERGY, MINES AND RESOURCES

EMR/CGA-090 *Formerly Identified as:* EMR-345

### Resource Evaluation

*Description:* Information relating to the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; ocean mining industry; international ocean mining; offshore mining of non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining; shelf resource management; ocean resources citation retrieval; geoscientific projects; scientific research offshore and East Coast.

EMR/CGA-095 *Formerly Identified as:* EMR-346

### Engineering

*Description:* Information relating to the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis which governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; operations statistics; geological and geophysical offshore operations reports; marine diving; offshore drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; field developments; Ocean Ranger accident; Ocean Ranger organization; Ocean Ranger investigations; Ocean Ranger Royal Commission and hearings; Ocean Ranger recommendations; Ocean Ranger public reports; work plans and status reports.

EMR/CGA-100 *Formerly Identified as:* NO REFERENCE

### Offshore Programs (New)

*Description:* Information on industry activities in the East Coast, Hudson Bay and Hudson Strait, and West Coast areas relating to offshore programs. *Topics:* Drilling operations on the Scotian Shelf, Grand Banks, Labrador Shelf, Gulf of St. Lawrence, and other offshore and onshore drilling; geophysics including combined geophysical surveys, air and sea magnetometer measurement, gravity, seismic reflection and refraction, shallow seismic measurement, processing and interpretation, and onshore geophysical surveys; geology including combined geological surveys, offshore geological surveys, paleontological/palynological studies (biostratigraphic), geochemistry, petrography (lithology), purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental and feasibility studies, physical, biological and socioeconomic studies, engineering feasibility studies and geotechnical research.

EMR/CGA-105 *Formerly Identified as:* NO REFERENCE

### Northern Operations (New)

*Description:* Information on northern operations in the Yukon Territory, Northwest Territories, Mackenzie Delta, Beaufort Sea, Arctic Islands, Arctic Lowlands and Eastern Arctic Offshore (Baffin Bay, Davis Strait, etc.) areas relating to offshore programs. *Topics:* Drilling operations on conventional landings; ice platforms; artificial islands; caissons (MAC); jack-up types and floaters; geophysics including combined geophysical surveys; air and sea magnetometer measurement; gravity; seismic reflection and refraction; shallow seismic measurement, processing and interpretation and onshore geophysical surveys; geology including combined geological surveys; offshore geological surveys, paleontological/palynological studies (biostratigraphic); geochemistry; petrography (lithology); purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental feasibility studies; physical, biological and socioeconomic studies; engineering feasibility studies and geotechnical research.

EMR/PNA-110 *Formerly Identified as:* NO REFERENCE

### Petroleum Incentives Administration (PIA) (New)

*Description:* Information relating to administering both the *Canadian Ownership and Control Determination (COCD) Act* and the *Petroleum Incentives Program (PIP) Act* in order to actively contribute to the federal government's energy policy by increasing Canadian ownership and control of the petroleum industry and energy

security in Canada. *Topics:* Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; liaison; interdepartmental, international and provincial liaison.

EMR/PNA-115 *Formerly Identified as:* NO REFERENCE

### Canadian Ownership and Control Determination (COCD) (New)

*Description:* Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the *Canadian Ownership and Control Determination (COCD) Act*. Includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program. *Topics:* Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian ownership rate and control status programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures.

EMR/PNA-120 *Formerly Identified as:* NO REFERENCE

### Canadian Ownership and Control Determination Policy (New)

*Description:* Information relating to the development and maintenance of policies, precedents, and special studies in administering the *Canadian Ownership and Control Determination (COCD) Act* and Regulations in order to encourage increased Canadianization of the petroleum industry. *Topics:* Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; *COCD Act*; *COCD Act* interpretation; *COCD Act* qualified applicants; Canadian ownership rate and control status determination; *COCD Act* applications, certificates and administration; *COCD Act* disclosure of information; *COCD Act* regulation making authority; *COCD Act* enforcement; *COCD Act* judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust; COCD regulations schedules.

EMR/PNA-125 *Formerly Identified as:* NO REFERENCE

### Petroleum Incentives Program (PIP) (New)

*Description:* Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. Includes receiving, analyzing and processing company applications for incentive contribution and issuing payments. *Topics:* Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices.

EMR/PNA-130 *Formerly Identified as:* NO REFERENCE

### Petroleum Incentives Program Policy (New)

*Description:* Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase Canadianization in the petroleum industry and to increase exploration and development in Canada. Includes assessment of case precedents and the development of policy, consistency of application of the *PIP Act* and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry. *Topics:* *Petroleum Incentives Program (PIP) Act*; *PIP Act* interpretation; Petroleum Incentives Program (PIP); PIP administration; PIP



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disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations; interpretation of PIP regulations Part 1 (general) and Part 2 (adjusted eligible cost or expense).

**EMR/ESB-135 Formerly Identified as: NO REFERENCE**  
**Energy Supplies Allocation Board (New)**

*Description:* Information relating to the administration of the Energy Supplies Allocation Board (ESAB), established under the *Energy Supplies Emergency Act* for the allocation of crude oil and refined products in a national emergency. The board also monitors trends in petroleum supply and demand. *Topics:* Acts and regulations; provincial advisory committee; petroleum industry advisory committee.

**EMR/ESB-140 Formerly Identified as: EMR-350**  
**Energy Emergency Planning**

*Description:* Information relating to the development of programs and procedures with the Energy Supplies Allocation Board's involvement, dealing with actual or anticipated shortages of petroleum or disturbances in petroleum markets that may affect the national security, welfare, and economic stability of Canada. *Topics:* Operations; contracts; associations; committees; energy issues; International Energy Agency (IEA); IEA Standing Group on Emergency Questions; IEA Standing Group on Oil Market; IEA Standing Group on Long-Term Co-operation; IEA allocation systems tests; public information program; electronic data processing (EDP); allocation program EDP systems; rationing program EDP systems; operations analysis; provincial, interdepartmental and international liaison; compliance and audit; entitlement review; emergency organization.

**EMR/ESB-145 Formerly Identified as: NO REFERENCE**  
**National Emergency Agency for Energy (NEAE) (New)**

*Description:* Information relating to the establishment and operation of the NEAE, designed to regulate and control energy production, distribution and use during a national emergency other than an emergency assigned to the Energy Supplies Allocation Board. *Topics:* Emergency planning; Emergency Planning Canada; emergency planning exercises; emergency planning committees; North Atlantic Treaty Organization (NATO); NATO Petroleum Planning Committee; NATO Senior Civil Emergency Planning Committee.

**EMR/ESB-150 Formerly Identified as: NO REFERENCE**  
**Demand Restraint (New)**

*Description:* Information relating to the development of mandatory and voluntary demand restraint measures designed to reduce, control and regulate oil supply demand in an energy emergency. *Topics:* Interprovincial Advisory Committee on Energy (IPACE); liaison.

**EMR/ESB-155 Formerly Identified as: NO REFERENCE**  
**Allocation Planning (New)**

*Description:* Information relating to the development of policies, procedures, and systems ensuring equitable crude oil and petroleum products distribution in an energy emergency. *Topics:* Allocation systems test; fuel switching; logistics; petroleum industry liaison; price control; statistics; petroleum products; crude oil; rationing; diesel fuels rationing; gasoline rationing; liaison.

**EMR/EPS-160 Formerly Identified as: NO REFERENCE**  
**Energy Policy (New)**

*Description:* Information relating to management of the energy policy activity for the establishment of federal energy policies, strategies and activities with due regard to their economic, social, regional and environmental impact, and to Canada's international energy relations. *Topics:* Committees; corporate development; energy issues; National Energy Program; non-petroleum sources; petroleum resources; energy conservation; energy research and development; *Energy Security Act*; environment; liaison.

**EMR/EPS-165 Formerly Identified as: EMR-110**  
**Macroeconomic Analysis**

*Description:* Information relating to the macroeconomic analysis of the Canadian economy in relation to energy and the impact of energy policies on economic growth, employment, inflation, the balance of payments and regional development. *Topics:* Business expenditures; consumption; fiscal policy; foreign countries; government expenditures; housing; international trade; labour; monetary policy; prices and costs; regional conditions; savings; energy issues; investments; energy policies; energy price increases; employment and manpower; mineral issues.

**EMR/EPS-170 Formerly Identified as: EMR-120**  
**Canadianization Program**

*Description:* Information relating to management, development and monitoring of the Canadianization program to increase opportunities for Canadian ownership in the petroleum industry, including policy advice to the Foreign Investment Review Agency on energy-related investment transactions. *Topics:* Committees; component programs; corporate development; acquisitions; co-operative oil and gas ventures; joint ventures; corporate development in the private and public sector; energy issues; non-petroleum sources; petroleum sources; uranium and nuclear; Foreign Investment Review Agency (FIRA); liaison.

**EMR/EPS-175 Formerly Identified as: EMR-130**  
**Energy Market Analysis**

*Description:* Information relating to market analysis of energy supply, demand and price increase of petroleum and non-petroleum products and the impact of energy policies on the consumer and the economy. *Topics:* Automated systems, energy issues; energy demand and price analysis; forecasts; models; petroleum products; non-petroleum products; pricing; energy supply analysis; supply forecasts; supply models; petroleum products supplies; non-petroleum products supplies.

**EMR/EPS-180 Formerly Identified as: EMR-150**  
**Energy Statistics**

*Description:* Information relating to interpretation and analysis of statistics and data on all forms of energy commodities in Canada and foreign countries. *Topics:* Exports and imports; publications; coal; coal exports and imports; electricity; petroleum; petroleum exports and imports; petroleum prices; petroleum supply and demand; natural gas; natural gas exports and imports; natural gas prices.

**EMR/EPS-185 Formerly Identified as: EMR-160**  
**Energy Policy Planning**

*Description:* Information relating to planning and evaluation of federal energy policies, strategies and programs, including initiatives and negotiations with the provinces, territories and native peoples on energy-related issues. *Topics:* Liaison; provincial energy issues; federal issues on coal, electrical energy, energy conservation, petroleum, uranium and nuclear energy; federal-Atlantic issues on coal, electrical energy, energy conservation, petroleum, renewable energy, uranium and nuclear energy; federal-central issues on electrical energy, petroleum, uranium and nuclear energy; federal-northern issues on electrical energy, energy conservation, environment, land claims, petroleum, transportation; federal-western issues on coal, electrical energy, petroleum.

**EMR/EPS-190 Formerly Identified as: EMR-170**  
**Financial and Fiscal Analysis**

*Description:* Information relating to the analysis and recommendation of energy policies, with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return. Includes provincial fiscal regimes and energy corporations. *Topics:* Committees; consultants; associations; financial and statistical data; costs and expenditures data, revenue data, profits and financial performance data; activity reports; models; fiscal analysis; federal incentives; royalties and taxation; provincial royalties and incentives;



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international systems; industry analysis; project analysis; oil sands projects; pipeline projects; liquid natural gas projects; enhanced oil recovery projects; upgraders projects; north and offshore frontier projects.

**EMR/EPS-195 Formerly Identified as: EMR-180**

### **International Energy Relations**

*Description:* Information relating to bilateral and multilateral energy relations and negotiations, visits to and from other countries, international energy organizations, foreign energy policies and international development assistance initiatives. *Topics:* Domestic committees; domestic energy organizations; Petro-Canada International Assistance Corporation; international conferences; world energy conference; bilateral energy relations; foreign countries; Canadian energy commodities; international energy comparisons; international energy organizations; European Economic Community (EEC), International Atomic Energy Agency (IAEA), International Energy Agency (IEA), Organization for Petroleum Exporting Countries (OPEC), Organization for Economic Co-operation and Development (OECD), United Nations (UN); visits and protocol.

**EMR/EPS-200 Formerly Identified as: EMR-190**

### **Corporate Development**

*Description:* Information relating to monitoring Crown corporations in the energy area and to short- and medium-term economic and policy analysis and evaluation related to current energy issues. *Topics:* Crown corporations; Atomic Energy Control Board; Atomic Energy of Canada Ltd.; Canertech; Eldorado Nuclear Ltd.; Petro-Canada; energy envelope; industrial benefits from energy projects; alternate energy sources; coal; electricity; electricity exports; electrical generation; energy issues; energy conservation; nuclear issues; nuclear exports; heavy water; nuclear industry; nuclear policy review; petroleum issues; downstream marketing; refining; upgraders; natural gas issues; natural gas exports; uranium issues; uranium exports.

**EMR/EPS-205 Formerly Identified as: EMR-200**

### **Monitoring — Petroleum Monitoring Agency**

*Description:* Information relating to monitoring the financial performance of the Canadian petroleum industry under the *Energy Monitoring Act* and Regulations. *Topics:* Committees; consultants; accounting practices; *Petroleum Corporations Monitoring Act* and Regulations; Canadian coal industry; Canadian petroleum industry; company data; balance of payments survey; energy research and development survey; quarterly industrial corporations survey; ownership and control; petroleum industry survey; special studies; drilling fund study; operating cost study; taxation study.

**EMR/CNP-210 Formerly Identified as: NO REFERENCE**

### **Conservation and Non-Petroleum (New)**

*Description:* Information relating to the overall management of the energy conservation and non-petroleum sources activities to ensure the development of adequate and secure sources of non-petroleum energy to meet Canada's energy requirements, and to develop and maintain policies and programs for the efficient use and conservation of energy. *Topics:* Energy issues; international energy; energy research and development; liaison; provincial liaison; non-petroleum sources; panel on energy research and development; panel tasks; Organization for Economic Co-operation and Development (OECD); International Energy Agency (IEA); IEA committee on research and development; Nuclear Energy Agency (NEA); NEA fuel cycle committee.

**EMR/CNP-215 Formerly Identified as: EMR-10**

### **Electrical Energy (Revised)**

*Description:* Information relating to electrical energy in Canada and the development of policies and measures to improve the efficient use of electricity. Includes information on domestic and export markets, the development of renewable hydraulic sources, provincial utility

policies, pricing financing, generation and electrical power systems. *Topics:* Economics and marketing; exports; financial; supply and demand; pricing and rates; electric power utilities; power systems; electrical publications and information; interdepartmental, international and provincial liaison; Canadian Electrical Association; research and development; Canadian Electrical Association research program; Hydro Québec Research Institute; supply, resources and development; hydro; Churchill Falls; Lower Churchill Development Corporation; small scale hydro; tidal generation; nuclear generation; Lepreau Station; thermal generation; coal; oil and gas; Coleson Cove Conversion Project; unconventional generation; transmission and distribution systems; interconnections; electrical utilization.

**EMR/CNP-220 Formerly Identified as: EMR-20**

### **Uranium and Nuclear**

*Description:* Information relating to uranium and nuclear energy sources and the development of uranium and nuclear policies. Includes information on uranium exploration and development, uranium exports and radioactive waste management. *Topics:* Communication plan; energy issues; heavy water production; industry and Crown corporations; international uranium and nuclear matters; European Atomic Energy Communities (EURATOM); International Atomic Energy Agency (IAEA); IAEA food and agriculture; IAEA information and technical services; IAEA laboratories; IAEA life science; IAEA nuclear power; IAEA nuclear safety and environmental protection; IAEA physical science; IAEA safeguards and non-proliferation, nuclear energy; nuclear exports; nuclear generation; nuclear costs; nuclear waste management; irradiated fuel waste; low level radioactive waste; uranium tailing waste; research and development; uranium energy; uranium enrichment; uranium exploration; uranium exports; international uranium marketing arrangement; Uranium Institute; uranium foreign ownership; uranium mining; uranium prices and rates; uranium processing and refining; uranium sources; uranium supply and demand; Uranium Canada Ltd.

**EMR/CNP-225 Formerly Identified as: EMR-30**

### **Technology Transfer and Demonstration**

*Description:* Information relating to the development of policies and programs for demonstrating and transferring the results of tested energy conservation material and equipment for more energy efficient buildings and housing units. *Topics:* Building codes and standards; energy conservation in the commercial sector; energy matters; energy conservation issues; international energy conservation; energy conservation materials and equipment; energy research and development; industrial sector; international, interdepartmental and provincial liaison; Canadian Electrical Association; renewable energy; residential sector; Arctic and northern housing; new housing; socioeconomic impact; transportation sector; urban sector.

**EMR/CNP-230 Formerly Identified as: NO REFERENCE**

### **Coal and Alternate Energy (New)**

*Description:* Information relating to the overall management and operations of the Coal and Alternate Energy activities for the development of coal, renewable energy and transportation energy policies and programs. *Topics:* Enerdemo Canada Program; energy issues; energy conservation; energy research; liaison.

**EMR/CNP-235 Formerly Identified as: EMR-40**

### **Coal**

*Description:* Information relating to the development of Canada's coal resources and the introduction and commercialization of new technologies for the efficient and environmentally sound use of coal. *Topics:* Economics and marketing; international marketing; environmental concerns; interdepartmental and provincial liaison; mining methods and issues; coal conversion technologies; Scotia Coals Synfuel Project; coal research and development; coal resources; coal companies; coal resources on federal owned land; ownership and

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control; coal transportation; railway systems; slurry pipelines; coal treatment; coal utilization; coal mixtures; peat resources.

### **EMR/CNP-240 Formerly Identified as: EMR-50 Transportation Energy**

*Description:* Information relating to the development of policies and the administration of programs to encourage energy conservation and the use of new and alternate fuels in the transportation sector. *Topics:* Transportation fuels; gaseous fuels; propane; Propane Vehicle Grant Program; Federal Propane Vehicle Grant Program; compressed natural gas (CNG); CNG research and technology; CNG Vehicle Grant Program; CNG Fueling Station Program; CNG associations; liquefied natural gas; hydrogen; liquid hydro carbon; liquid synthetic; alcohol; International Symposium on Alcohol Fuels; ethanol; methanol; associations; fuels industry; Transportation Fuels Council; vehicle industry; research and development; transportation systems; Outreach programs; ridesharing; federal vanpool program; vehicles; air vehicles; marine vehicles; off-road vehicles; rail vehicles; road vehicles; automobiles; automotive exhaust emissions standards; buses; electric hybrid vehicles; engine systems; motor vehicle fuel consumption standards; government motor vehicle industry committee; trucks.

### **EMR/CNP-245 Formerly Identified as: EMR-60 Renewable Energy**

*Description:* Information relating to the development, implementation and administration of programs and policies for renewable forms of energy such as biomass, solar and wind. *Topics:* Alternative energy sources; biomass; biomass equipment; gaseous fuels from biomass; liquid fuels from biomass; solid fuels from biomass; peat; conventional energy; energy conservation techniques and technologies; geothermal energy; research and development; small scale hydro; solar energy; active, passive solar; photovoltaics; wind energy; interdepartmental, international and provincial liaison; renewable energy programs; Accelerated Demonstration of Solar Domestic Water Heating Program; Commercial/Industrial Solar Demonstration Programs; Conservation and Renewable Energy Demonstration Agreements and Programs (CREDA/CREDP); DREE Modernization Program; Energy from the Forest Biomass Conversion (ENFOR); Forest Industry Renewable Energy (FIRE); Purchase and Use of Solar Heating (PUSH); Renewable Energy Conversion Assistance Program (RENCAP); Remote Community Demonstration Program (RCDP); Special Projects Demonstration Program; Enerdemo Program.

### **EMR/CRB-250 Formerly Identified as: NO REFERENCE Energy Conservation and Oil Substitution (New)**

*Description:* Information relating to management and operations of the Energy Conservation and Oil Substitution activity to ensure the development and maintenance of policies and programs relating to energy conservation and oil substitution in the residential, industrial and federal sectors of the economy. *Topics:* Energy issues; international energy; energy conservation; international energy conservation; energy research and development; panel on energy research and development; international energy research and development; provincial energy research and development; energy taxation; liaison; Organization for Economic Co-operation and Development; International Energy Agency; renewable energy matters; transportation matters.

### **EMR/CRB-255 Formerly Identified as: EMR-70 Policy and Co-ordination**

*Description:* Information relating to the analysis, planning and implementation of energy conservation policies in the commercial, industrial, institutional and residential sectors. *Topics:* Policy development; economic analysis; consumer behavior; energy services; regional analysis; energy matters; energy conservation; materials and equipment; energy conservation in the commercial, industrial, residential and transportation sectors; energy research and development; institutional analysis; Canertech; program review and

evaluation; interdepartmental, international and provincial liaison; renewable energy; sales tax exemptions; special studies; technology and standards; appliances standards; Canadian Electrical Association; Canadian General Standards Board; Canadian Standards Association; urban systems analysis; waste recovery and district heating.

### **EMR/CRB-260 Formerly Identified as: NO REFERENCE Regional Operations (New)**

*Description:* Information relating to regional operations activities and the responsibilities of the 12 Conservation and Renewable Energy Offices located in each province and territory to assist in program delivery and inform the public on energy options and programs. *Topics:* Energy project management; Federal Economic and Development Co-ordination (FEDC); service to the public; energy matters; energy conservation; Arctic and northern energy conservation; codes and standards; energy conservation in the commercial, industrial, residential, transportation and urban sectors; energy research and development; associations and organizations; interdepartmental, international and provincial liaison; renewable energy; biomass; solar.

### **EMR/CRB-265 Formerly Identified as: EMR-80 Home Energy**

*Description:* Information relating to the development of policies and programs to encourage energy conservation and oil substitution in the residential sector. *Topics:* Energy matters; energy conservation; building codes and standards; consumer behavior; industrial sector; materials and equipment; residential sector; energy pricing and taxation; energy research and development; interdepartmental, international and provincial liaison; renewable energy; Heatline; technical resources.

### **EMR/CRB-270 Formerly Identified as: EMR-90 Federal Energy Management**

*Description:* Information relating to internal energy conservation programs developed to provide the efficient use, conservation and reduction in consumption of energy by federal government departments, agencies and Crown corporations. *Topics:* Energy matters; provincial energy; energy conservation codes and standards; energy conservation materials and equipment; energy conservation in the industrial, commercial and transportation sectors; energy pricing and taxation; energy research and development; liaison; interdepartmental, international and provincial liaison.

### **EMR/CRB-275 Formerly Identified as: EMR-100 Industrial Energy**

*Description:* Information relating to the development of policies and programs that provide assistance to the industrial, commercial, institutional and agricultural sectors in the efficient use of energy conservation. *Topics:* Commercial sector; commercial task forces; agricultural task force; distributive trade task force; hospitals task force; hotels and motels task force; offices task force; universities and colleges task force; database and analysis; industry task forces council; industries; chemical industry; electrical and electronic manufacturing industry; farm and industrial equipment industry; ferrous metals industry; food and beverage industry; general manufacturing industry; industrial minerals industry; machinery and equipment industry; mining and metallurgy industry; non-prescription medicines industry; petroleum industry; plastic industry; pulp and paper industry; textile industry; transportation industry; wood products industry; publications and information; provincial, international and interdepartmental liaison; associations; Canadian Electrical Association; techniques, equipment and technologies; waste management.



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EMR/CRB-280 *Formerly Identified as:* NO REFERENCE

### Federal Government Programs (New)

*Description:* Information relating to delivery of federal government programs on energy conservation and oil substitution in residential and industrial sectors, federal energy management and technology transfer and demonstration. *Topics:* National Energy Program (NEP); Energy Conservation and Oil Substitution Branch Program; Atlantic Energy Conservation Investment Program (AECIP); Building Energy Technology Transfer Program (BETT); BETT lead agencies; BETT liaison with associations, private sector companies, universities and research institutes; Biomass Energy Loan Guarantees Program; Canada Home Energy Program (CHEP); Canada Oil Substitution Program (COSP); COSP application processing; COSP CMHC delivery; COSP utility companies delivery; COS CREO delivery; COSP eligibility criteria; COSP fraud; Gas Electric Conversion Assistance Program (GELCAP); Renewables Conversion and Enhanced Conservation Assistance Programs (RENCAP/ECAP); Canadian Home Insulation Program (CHIP); CHIP inspections and quality assurance; CHIP program delivery; CHIP eligibility criteria; CHIP research and technology transfer; CHIP industrial liaison; CHIP investigations; CHIP program review and evaluation; Compressed Natural Gas Program; CNG Fueling Stations Program; Conservation and Renewable Energy Development and Demonstration (CREDA/CREDP); Consumer Education Programs (CEP); CEP audits; CEP marketing; Federal Energy Management Program (FEMP); Internal Energy Conservation Program (IECP); Surveys Workshops Information and Monitoring (SWIM); FEMP off-oil conversion; FEMP retrofit; Forest Industry Renewable Energy (FIRE); Industrial Conversion Assistance Program (ICAP); Industrial Energy Management Program (IEMP); Industry Energy Research and Development Program (IERD); Municipal Energy Management Program (MEMP); National Energy Audit Program (NEAP); Energy Bus; Nova Scotia Energy Conservation Subsidiary Agreement; Propane Vehicle Grant Program; Remote Community Demonstration Program; Small Projects Fund; Solar Domestic Hot Water Heating Program (SDHW); Commercial/Industrial Solar Demonstration Program; Special Projects Demonstration Program; Super Energy Efficient Housing Demonstration (SEE); SEE-R2000 builder selection and approval; Consulting Advice Assistance Program (CAAP); Tax Incentives Program (TIP).

EMR/PTS-285 *Formerly Identified as:* NO REFERENCE

### Petroleum (New)

*Description:* Information relating to management of petroleum activity to ensure the development of adequate and secure sources of petroleum to meet Canada's energy requirements. The program includes the assessment of Canada's petroleum sources and reserves, and the development of oil and gas policies. *Topics:* Committees; legislation and regulations; energy issues; Energy Emergency Planning Group/Energy Supplies Allocation Board; international and provincial liaison.

EMR/PTS-290 *Formerly Identified as:* EMR-215

### Petroleum Utilization

*Description:* Information relating to the transportation, refining and marketing of petroleum in Canada to ensure efficient utilization of domestic and imported petroleum resources. *Topics:* Committees; electronic data systems; operations; international liaison; exports; imports; import compensation; downstream operations; petroleum products marketing; demand trends; petroleum products marketers; independent marketers; petroleum products consumption taxes and charges; marketing studies; petroleum products monitoring; monitoring of petroleum prices; petroleum products posted prices; petroleum sales realizations; aviation fuel sales realizations; processing of petroleum; petrochemical industry; international petrochemical industry; refineries; processing supply; processing technology; upgrading; transportation.

EMR/PTS-295 *Formerly Identified as:* EMR-225

### Petroleum Resources

*Description:* Information relating to the analysis and policy development of all aspects of the upstream side of the oil industry from land tenure, geology, geophysics, exploration and development drilling to reserves and production of oil and gas. Includes resource assessment, enhanced oil recovery and supply-costing of future oil and gas development. *Topics:* Committees; economic analysis; petroleum resources operations; associations; electronic data processing; environmental impact; oil and gas industry; provincial and international liaison; engineering; engineering costs and expenditures; ownership; resource supply pricing; research and development; reserves; fossils fuels; hydrocarbon liquids reserves; hydrocarbon assessments; oil reserves; frontier oil reserves; enhanced recovery; oil shut-in; oil sands reserves; upgrading; heavy oil provincial agreement; gas reserves; deep basin and tight gas reserves; frontier gas reserves; gas shut-in; fiscal regime; transportation; upstream activities; reserves development; oil and gas exploration and production.

EMR/PTS-300 *Formerly Identified as:* EMR-235

### Oil Supply

*Description:* Information relating to the analysis of Canada's oil requirements and the availability of domestic and international oil supplies to ensure that current and future oil needs are met. *Topics:* Electronic data systems; emergency oil inventory; domestic oil supply; export; export pricing, taxes and charges; imports; domestic oil industry; domestic oil pricing; supply and demand; heavy crude oil supply and demand; charges; transportation; international oil supply; Organization of Petroleum Exporting Countries (OPEC); Organization of Arab Petroleum Exporting Countries (OAPEC); private international oil industry; government owned international oil industry; Organization for Economic Co-operation Development (OECD); International Energy Agency (IEA); world oil market.

EMR/PTS-305 *Formerly Identified as:* EMR-245

### Natural Gas

*Description:* Information relating to various natural gas issues affecting the marketing, pricing and transmission of natural gas in interprovincial and international trade, including the designing and administering of federal expenditure programs aimed at expanding markets within Canada. *Topics:* Consultants; natural gas operations; associations; Canada Lands; gas exports; gas export pricing; fiscal regime; natural gas industry; natural gas information program; international natural gas; major projects; pipeline projects; natural gas marketing; natural gas pricing; supply and demand; provincial activities; natural gas liquids; propane; butane; ethane; methanol; compressed natural gas; natural gas liquid industry; Market Development Incentive Payment (MDIP); Distribution System Expansion Program (DSEP); DSEP propane; Transmission System Expansion Program (TSEP); Transportation Assistance Program (TAP); Gas Marketing Assistance Program; Natural Gas Laterals Program.

EMR/PTS-310 *Formerly Identified as:* EMR-255

### Oil Pricing and Compensation

*Description:* Information relating to the development, analysis and administration of petroleum compensation and pricing programs. *Topics:* Electronic data systems; committees; liaison; legislation; branch operations; associations; petroleum compensation accounting; transshipment cases; Interprovincial Pipe Line Deficiency Agreement; Petroleum Compensation Advisory Committee; pipeline companies; Restrictive Trade Practices Commission; supply and demand; domestic transfer compensation and inspection program; exchange compensation program; Oil Import Compensation Program (OICP); OICP audits; OICP enquiries; OICP inspection program; OICP rate determination; OICP asphalt; OICP carbon black feedstock; OICP exports; OICP heavy fuel oil; OICP Mexican crude oil imports; OICP petroleum product imports; OICP oil exports from St-Regis Indian Reserve; special compensation; synthetic compensation program



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(Syncrude and Suncor); petroleum levies; petroleum levies submissions; petroleum levies penalties; petroleum levies audit; Canadian ownership special charge; petroleum compensation charge; transportation fuel compensation recovery charge; oil pricing; blended price system; crude oil pricing; industry cost data; pricing negotiations and agreement; New Oil Reference Price (NORP); NORP calculation; NORP pentanes plus; NORP synthetic oil; NORP supplement; NORP tertiary recovery; Reference Oil Pricing; Special Old Oil Price (SOOP).

**EMR/UCL-315** *Formerly Identified as:* EMR-360

### **Corporate Records**

*Description:* Information relating to activities of Uranium Canada Limited in the international and domestic uranium markets, including administration of contracts, sales, loans and delivery from the uranium stockpiles. *Topics:* Annual reports, bylaws, resolutions and meetings of directors; negotiations and contracts, deliveries to and from the uranium stockpiles, sales proposals and agreements; international markets and trade in uranium; and Canadian and International Uranium Producers' meetings.

**EMR/PHB-320** *Formerly Identified as:* NO REFERENCE

### **Earth Physics (New)**

*Description:* Information relating to the overall management of the Earth Physics activity to ensure the availability of geophysical knowledge on the solid earth, and more specifically on the Canadian landmass and offshore areas. *Topics:* Associations and organizations; societies; committees; liaison; departmental, international, provincial, universities liaison; earth physics publishing; earth physics research and development; research agreements; earth physics unsolicited proposals; program for industry laboratory projects (PILP) earth physics interdisciplinary projects; nuclear fuel waste management program; Lomonosov Ridge Experiment (LOREX); Canadian Expedition to Study the Alpha Ridge (CESAR); Frontier Geoscience Program.

**EMR/PHB-325** *Formerly Identified as:* EMR-370

### **Geodynamics**

*Description:* Information relating to the monitoring of polar motion, earth rotation and crustal stability of the Canadian landmass and research on the dynamics of the earth. Aspects include investigations of crustal strain and tilt related to tectonic movements, groundwater levels and earthquake predictions. *Topics:* Global geodynamics; global dynamic observatories; satellite and astronomical observatories; global positioning system; long baseline interferometry system; photo zenith tube system; global dynamics systems development and instrumentation; global dynamics analysis and interpretation techniques; crustal dynamics; crustal dynamics of the Charlevoix region; long baseline techniques; crustal dynamics of Vancouver Island; NASA crustal dynamics project; geodynamics systems development and instrumentation; absolute gravity service; airborne gravity.

**EMR/PHB-330** *Formerly Identified as:* EMR-380

### **Geomagnetism**

*Description:* Information relating to monitoring of the geomagnetic field over the Canadian landmass and offshore areas, and research on the magnetic structure of the earth and the nature of the geomagnetic field. *Topics:* Canadian magnetic observatory network; magnetic observatories; geomagnetic systems development and instrumentation; geomagnetic data management; magnetic charts; geomagnetic earth structure studies; paleomagnetism.

**EMR/PHB-335** *Formerly Identified as:* EMR-381

### **Geothermics**

*Description:* Information relating to research into the thermal regime of the Canadian landmass, both onshore and offshore, the potential for geothermal energy in Canada, and the significance of permafrost and gas hydrates to northern development. *Topics:* Geothermal

laboratory measurement and field support; geothermal studies; heat flow processes; regional heat flow studies; geothermal energy; geothermal energy co-ordination; Atlantic region geothermal energy; geothermal energy in sedimentary basins; cordillera geothermal energy; permafrost; offshore permafrost; regional permafrost; moisture migration phenomena; gas hydrates.

**EMR/PHB-340** *Formerly Identified as:* EMR-382

### **Gravity**

*Description:* Information relating to gravity surveys of the Canadian landmass and offshore areas, provision of national gravity standards and gravity data, compilation of regional and national gravity maps and research into the gravity field and structure of the earth. Aspects include coordination, planning and contracts. *Topics:* Gravity mapping; gravity map compilation; gravity maps and charts; gravity mapping systems development and instrumentation; standards and data systems; Canadian gravity standardization network; mathematical method and systems; gravity mathematical modelling; gravity earth structure studies; gravity crustal studies; Arctic gravity studies; meteorite impact processes; gravity intrusion studies; planetary evolution studies.

**EMR/PHB-345** *Formerly Identified as:* EMR-383

### **Seismology**

*Description:* Information relating to monitoring of seismic ground motion (earthquakes) and structure and dynamics of the Canadian landmass and offshore areas. *Topics:* Canadian seismograph network; seismograph network standard stations; seismograph network regional stations; eastern Canadian telemetered network; western Canadian telemetered network; strong-motion seismograph network; seismograph network special and temporary stations; Yellowknife geophysical observatory; seismological systems development and instrumentation; seismological data management; earthquake studies and seismic hazards; seismological earth structure studies; geoscience of nuclear explosions; ARMS control project; peaceful nuclear explosions.

**EMR/GSC-350** *Formerly Identified as:* NO REFERENCE

### **Geological Surveys (New)**

*Description:* Information relating to management of the Geological Survey activity to ensure availability of comprehensive knowledge, technology and expertise pertaining to the geology of the Canadian landmass and offshore areas for identification, exploration and exploitation of Canadian mineral and energy resources. Aspects include studies and research on the earth's surficial deposits, crust and upper mantle. *Topics:* Committees, conferences; liaison with associations, organizations, institutes, societies, companies, foreign countries, provinces, colleges and universities; research and development; Industrial Research Agreements Program; Program of Industries Laboratories projects; Panel on Energy Research and Development; Geological Survey unsolicited proposals; federal/provincial agreements; Mineral Development Agreements; boundary disputes; frontier geoscience program; ocean mining and research program; oil and gas resources and exploration.

**EMR/GSC-355** *Formerly Identified as:* EMR-401

### **Central Laboratories and Technical Services**

*Description:* Information relating to the compositional analysis of rocks, minerals, ores and other geological materials used in connection with branch scientific projects. Also includes the provision of mineralogical information to the public. *Topics:* Liaison; research and development; analytical chemistry; standards; mineralogy; national collections; rock and mineral information services; technical services.

**EMR/GSC-360** *Formerly Identified as:* EMR-402

### **Economic Geology**

*Description:* Information relating to the integration of regional geology and mineral deposit data and metallogenic concepts to determine the probable distribution and potential abundance of

## DEPARTMENT OF ENERGY, MINES AND RESOURCES

Canada's non-hydrocarbon mineral resources. Also includes appraisals of individual commodities. *Topics:* Liaison; research and development; geomathematics; mineral data bank; deposit geology; mineral deposits; uranium resource evaluation; Co-operative Mineral Agreement Program.

EMR/GSC-365 *Formerly Identified as:* EMR-403

### **Geological Information**

*Description:* Information relating to management and operations of the Geological Information division activities to ensure the results of the branch's scientific programs are made available to industry, other government agencies and the general public. *Topics:* Communication plans; cartography; library services; library exchange agreements; Geoscan; Geoscan federal/provincial agencies; publication production; publication services; technical photography.

EMR/GSC-370 *Formerly Identified as:* EMR-404

### **Precambrian Geology**

*Description:* Information relating to management and operations of the Precambrian Geology activities ensuring the availability of comprehensive knowledge, technology and expertise on the bedrock geology and mineral resources of the Canadian Precambrian Shield, and plutonic and igneous rocks in Atlantic Canada. *Topics:* Equipment development; standards; statistics; geochronology; paleomagnetism; petrology.

EMR/GSC-375 *Formerly Identified as:* EMR-405

### **Resource Geophysics and Geochemistry**

*Description:* Information relating to management and operations of the Resource Geophysics and Geochemistry division in the development and demonstration of improved technologies and the applications of these technologies in surveys of the Canadian landmass. *Topics:* Geoscience aid projects; regional geophysics; aeromagnetic surveys; resource geochemistry; resource geophysics.

EMR/GSC-380 *Formerly Identified as:* EMR-406

### **Terrain Science**

*Description:* Information relating to management and operations of Terrain Sciences activities to ensure the availability of comprehensive knowledge and expertise on surficial materials, natural terrain hazards, and the capabilities of the terrain to support human activities. *Topics:* Environmental studies; publishing and editing; geomorphic process and engineering geology; transportation and hydrocarbon development; nuclear fuel waste management program; EMR/AECL Co-ordinating Program; paleoecology and geochronology; paleoecology laboratory; sedimentology and mineral tracing; regional projects.

EMR/GSC-385 *Formerly Identified as:* EMR-407

### **Atlantic Geoscience**

*Description:* Information relating to management and operations of Atlantic Geoscience activities to ensure a comprehensive knowledge, technology and expertise on the geology of the Atlantic and Arctic offshore regions of Canada and the sedimentary basins of the Appalachian region. *Topics:* Automated systems; equipment; eastern petroleum geology; environmental marine geology; library services.

EMR/GSC-390 *Formerly Identified as:* EMR-408

### **Cordilleran Geology**

*Description:* Information relating to management and operations of the Cordilleran Geology activities to increase the knowledge of the composition, age, distribution and origin of regionally mappable rock units to better assess the mineral and hydrocarbon potential in the Canadian Cordillera and adjacent offshore regions. *Topics:* Automated systems; liaison; cartography; marine geology; micropaleontology; research studies; library services.

EMR/GSC-395 *Formerly Identified as:* EMR-409

### **Sedimentary and Petroleum Geology**

*Description:* Information relating to activities, management and operations associated with Sedimentary and Petroleum Geology activity; specifically, geological knowledge base for Canada generally and Arctic sedimentary basins in particular. *Topics:* Scientific committees; conferences; liaison with associations, companies, federal government departments, foreign countries, provinces, universities and colleges; research and development; research grants; boundary disputes; Frontier Energy Geoscience Program; unsolicited proposals; Nuclear Fuel Waste Management Program; publications; coal geology; paleontology; petroleum geology; geochemistry; petroleum resources appraisal secretariat; regional geology; Arctic Islands; mainland; sedimentary and petroleum geology research projects.

EMR/SMB-400 *Formerly Identified as:* NO REFERENCE

### **Surveys and Mapping (New)**

*Description:* Information relating to management of the Surveys and Mapping activity to ensure geodetic, topographic and selected geographic information required for effective resource management, land use and demarcation, engineering works, urban development, transportation, defence and public safety. The program includes a national network of horizontal and vertical positional reference monuments; topographical and geographical information on the Canadian landmass; preparation, publication and distribution of maps, charts, publications, aerial photographs, gazetteers, and the National Atlas of Canada; boundary and property surveys on federal land and international boundaries. *Topics:* Surveys and mapping associations; organizations; committees and conferences; liaison; projects; research and development.

EMR/SMB-405 *Formerly Identified as:* EMR-445

### **Canada Lands Surveying**

*Description:* Information relating to management and regulation of all surveys carried out in Canada Lands, as stipulated in the *Canada Lands Surveys Act*. Canada Lands include all land in the Yukon and Northwest Territories that is not privately owned, Indian Reserves, national parks and the lands offshore. *Topics:* Board of examiners for Canada Lands surveyors; survey contracts; co-ordinated survey areas; boundary surveys; electoral districts legal surveys; federal government surveys; Indian reserves; legal survey monument co-ordinate file; national and historical parks and sites; offshore surveys; survey information procedures; survey records; territories surveys; territorial resources base mapping; mining surveys; rights of way; settlement site surveys.

EMR/SMB-410 *Formerly Identified as:* EMR-455

### **Geodesy**

*Description:* Information relating to the creation and maintenance of a national geodetic survey network, which is fundamental to all forms of surveying. Aspects of geodetic information include measurements of latitude, longitude, elevation, geometry of the earth's surface and its physical anomalies. *Topics:* Geodesy committees; global positioning system; liaison; projects; geodetic information; data analysis and adjustment; data services; secondary integration; field surveys; inertial survey system (ISS); primary horizontal control; primary vertical control; satellite doppler; secondary control; research and development.

EMR/SMB-415 *Formerly Identified as:* EMR-465

### **Geographical Mapping**

*Description:* Information relating to the earth's surface, form, physical features, national and political divisions, climate, productions and population. *Topics:* Committees; liaison; aeronautical charting; flight information amendments, instrument flight rules, visual flight rules; Canadian permanent committee on geographical names; national toponymic database (NTDB), principles, proposals, war casualty names; geographical maps and information; general cartographic services; international map of the world; geographical



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research; economic geography; historical geography; human geography; physical geography.

EMR/SMB-420 *Formerly Identified as:* EMR-475

### Map Publishing

*Description:* Information relating to the publication of maps, aeronautical charts, air photographs and related publications, and the maintenance of an adequate supply of these materials for sale to governments, industry and the public through a national network of dealers in the private sector. *Topics:* Associations; committees; liaison; aerial photographic services; National Air Photo Library; map distribution; map reproduction; map marketing.

EMR/SMB-425 *Formerly Identified as:* EMR-485

### International Boundary

*Description:* Information relating to maintenance and regulation of the land and water boundary between Canada and the United States. Aspects include positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. *Topics:* Canadian boundary; boundary regulation; field operations; liaison; geographical co-ordinates; reports; United States boundary.

EMR/SMB-430 *Formerly Identified as:* EMR-495

### Topographical Mapping

*Description:* Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, including names of features and places. *Topics:* Aerial survey database; associations; committees; contract mapping; digital mapping; nomenclature and toponomy; cartographic monitor system; Gestalt photo mapper; national digital topographic mapping standards; new mapping; remote sensing; research development; revisions mapping; standards and specifications; survey control; air profile recorder; photo identification.

EMR/PSP-435 *Formerly Identified as:* NO REFERENCE

### Polar Continental Shelf Project (New)

*Description:* Information relating to management and functions of the Polar Continental Shelf Project. Includes the study of scientific problems unique to Arctic Canada, provision of co-ordinated logistic support to public and private sector groups, provision of information on scientific operations to the scientific community and local inhabitants. *Topics:* Appreciation for support and services; associations and organizations; scientific committees; communications; photography; conferences; expeditions; information services; liaison; research agreements; unsolicited proposals.

EMR/PSP-440 *Formerly Identified as:* EMR-595

### Arctic Science

*Description:* Information relating to scientific investigations of Canada's Polar Continental Shelf, Arctic Ocean and mainland region in maintaining effective policies, and co-ordination of scientific activities relating to Arctic paleoclimate and climate forecasting. *Topics:* Climatology; glacier physics.

EMR/PSP-445 *Formerly Identified as:* EMR-605

### Logistical Support

*Description:* Information relating to provision and co-ordination of annual logistical support by the Polar Continental Shelf Project for field parties from federal departments, foreign governments and their agencies, Canadian and foreign universities and groups from the private sector. Includes such aspects as safety, living and working conditions, transportation, equipment and communications. *Topics:* Base camp operations; land use permits; field activities; fuel issues; procurement; aircraft procurement; materiel procurement; scientific services; vehicles; radio and navigation systems frequencies.

EMR/CAB-450 *Formerly Identified as:* EMR-715

### Canada Centre for Mineral and Energy Technology

*Description:* Information relating to the co-ordination, promotion and administration of research and development activities in the explosives, energy and minerals field. *Topics:* Associations and organizations; committees; conferences; environmental issues; industrial and economic analysis; inventions, patents, copyrights; Panel on Energy Research and Development (PERD); program management; contracts administration; project selection; project monitoring and review; liaison; international liaison; research and development programs; technical information; electronic data systems; energy issues; international energy; metallurgy; mineral processing; mining; publications; technical services; technology evaluation; technology transfer.

EMR/CAB-455 *Formerly Identified as:* EMR-725

### Canada Explosives Act Administration

*Description:* Information relating to administration of the *Canada Explosives Act* by testing and confirming the new explosives submitted for authorization, providing technical advice and investigating accidents. *Topics:* Liaison; testing and research; international liaison; certification and technical advice; research and development of new technical standards.

EMR/CAB-460 *Formerly Identified as:* EMR-735

### Energy Technology

*Description:* Information relating to energy research and development to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of energy resources, such as oil, gas, coal and uranium. *Topics:* Coal: carbonization; coal-liquid mixtures; combustion technologies for pollution abatement; conventional combustion; co-processing; co-processing pilot plant; fine coal beneficiation; fluidized-bed combustion; gasification; liquefaction processes; materials for utilization and conversion; mine atmospheres; mining; novel liquefaction and pyrolysis; preparation techniques; international and provincial liaison; reserve assessment; safety certification of equipment; strata mechanics; conservation: industrial processes; industrial mineral processes; plasma technology; road vehicle fuel economy; residential heating systems; nuclear: geomechanics in nuclear waste disposal; uranium extraction; alternate and conventional uranium extraction; uranium mine evaluation; uranium reserve assessment; petroleum supply: treatment of bitumen/oil emulsions and effluent waters; catalytic refining to transportation fuels; characterization of synthetic crudes and distillates; disposable catalysts; extraction of bitumen from oil sands; hydrocracking; in-situ recovery of bitumen and heavy oil; materials for hydrocarbon processing; tar sands; materials for offshore structures; materials for oil and gas pipelines; conversion of natural gas to liquid fuels; separation processes for synthetic fuels; thermal oil shale/catalytic residuum conversion; renewable energy technology: biomass; materials for advanced energy conversion; photo-electrochemical cells; liaison; wood-fired residential heating.

EMR/CAB-465 *Formerly Identified as:* EMR-745

### Minerals Technology

*Description:* Information relating to mineral resource policies and the support and monitoring of research and development in the minerals field in order to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of mineral resources. *Topics:* Mineral technology; cost recovery; conservation and resource assessment; environmental technology for mining and processing; pollution control in industrial processes; uranium tailings technology; research and development in health and safety in the mine environment; noise and vibration in mines; materials development technology: advanced materials and instrumentation; failure control of materials; non-metallic minerals; aggregate technology; properties of engineering alloys; metals processing; transportation materials; heat-treated rail; marine materials; naval materials; metal casting; degradable sand and core



binders; improved iron melting practice; low pressure mould casting, mobile foundry laboratory; ultra-clean steels; metal working; welding; mineral processing; by-product recovery of valuable metals; silver recovery in the zinc industry; metal extraction from concentrates or residues; hydrometallurgical lead process; microbiological leaching; mineral beneficiation; iron ore processing; mineral processing plant simulation; mining methods and equipment; rock mechanics; standards and specifications in analytical methods; chemical standards; materials testing; certification of non-destructive personnel; technology transfer.

EMR/RSB-470 *Formerly Identified as:* NO REFERENCE

## Canada Centre for Remote Sensing (New)

*Description:* Information relating to co-ordination and administration of research and development activities to improve remote sensing technology and facilitate the acquisition, dissemination and analysis of remotely sensed data from aircraft and satellites for resource management and environmental monitoring. *Topics:* Associations; committees; Canadian Advisory Committee on Remote Sensing; conferences; program management; provincial and international liaison; National Aeronautics and Space Administration (NASA); research and development programs.

EMR/RSB-475 *Formerly Identified as:* EMR-771

## Air Operations

*Description:* Information relating to utilization, operations, maintenance and calibration of aircraft and of electrical and electronic equipment engaged in remote sensing activities. *Topics:* Airborne data acquisition; aircraft operations and maintenance; aircraft systems support.

EMR/RSB-480 *Formerly Identified as:* EMR-772

## Automated Systems and Methods

*Description:* Information relating to research and development in computer systems and methods for the processing, analyzing and storing of remotely sensed data acquired from satellites and airborne platforms and the provision of technical assistance and advice for hardware procurement and software development. Also includes the provision and operation of facilities for processing satellite and airborne remotely sensed data. *Topics:* Synthetic aperture radar digital processor; digital storage technologies; the Digital Image Correction System; image analysis systems; visible infrared spectroscopy; image processing systems; instrumentation laboratory; National Oceanic and Atmospheric Administration's (NOAA) satellite systems; Digital Image Analysis system; Multi-Observation Satellite Image Correction system; standard computer compatible tape format.

EMR/RSB-485 *Formerly Identified as:* EMR-773

## Data Applications

*Description:* Information relating to research and development in remote sensing information extraction techniques and the development and demonstration of applications of remotely sensed data to resource management and environmental monitoring problems. *Topics:* Applications development and demonstration; agriculture; forestry; geology and cartography; hydrology.

EMR/RSB-490 *Formerly Identified as:* EMR-774

## Data Application Services

*Description:* Information relating to provision of analysis facilities, and information and advisory services to assist users in applying remote sensing technologies. *Topics:* Marketing; image analysis services; library services; publications; transfer of remote sensing technologies to industry; technology enhancement program.

EMR/RSB-495 *Formerly Identified as:* EMR-775

## Radarsat

*Description:* Information relating to Radarsat projects for the development of a radar satellite capable of supplying sea ice information; research and development in spaceborne radar technologies; administration and co-ordination of the Radarsat projects. *Topics:* Economic studies; concept design studies; mission (user) requirements; technology development; spaceborn synthetic aperture radar; scientific liaison.

EMR/RSB-500 *Formerly Identified as:* EMR-776

## Satellite Data

*Description:* Information relating to the Satellite Data sub-activity ensuring the availability of data from satellites. Aspects include satellite operations and products, the acquisition of data, and research and development of new remote sensing techniques. *Topics:* European Space Agency (ESA) ERS-1 satellite program; National Aeronautics and Space Administration's (NASA) Landsat satellites; Landsat products; National Oceanic and Atmospheric Administration's (NOAA) Landsat-D satellites; Landsat-D receiving stations upgrade; receiving stations; NASA seasat and sursat program and projects; Satellite pour l'Observation de la Terre (SPOT).

EMR/RSB-505 *Formerly Identified as:* EMR-777

## Sensors Research and Development

*Description:* Information relating to development and evaluation of new and novel remote sensors for use from airborne and satellite platforms. *Topics:* Airborne sensors; airborne laser sensors; microwave radiometer and scatterometer; visible and infrared sensors.

EMR/XPB-510 *Formerly Identified as:* EMR-810

## Explosives

*Description:* Information relating to administration of the *Canada Explosives Act*, in the interest of public and worker safety throughout Canada through the manufacture, storage, sale, transportation and use of explosives and the co-ordination of testing of explosives by the Canada Centre for Mineral and Energy Technology. *Topics:* Committees; interdepartmental, provincial and international liaison; model rocketry; explosives types and classification.

EMR/XPB-515 *Formerly Identified as:* NO REFERENCE

## Authorization and Testing of Explosives (New)

*Description:* Information relating to the co-ordination of testing and authorization by the Canadian Explosives Research Laboratory of explosives which are imported, sold or used in Canada. *Topics:* *Explosives Act* and Regulations; fireworks; incidents; accidents.

EMR/XPB-520 *Formerly Identified as:* NO REFERENCE

## Manufacturing and Production (New)

*Description:* Information relating to the manufacture and production of all types of explosives. Aspects include safety certificates; information on companies producing or manufacturing explosives. *Topics:* Manufacturing; production; safety certificates; factory sites.

EMR/XPB-525 *Formerly Identified as:* NO REFERENCE

## Safety Standards (New)

*Description:* Information relating to policy development and management of safety standards for explosives. *Topics:* Equipment; magazines; packaging, labelling and marking; transportation.

EMR/XPB-530 *Formerly Identified as:* NO REFERENCE

## Licences (New)

*Description:* Information relating to policy development, enquiries regarding licences and preparation of forms for explosive licences. *Topics:* Factories; fireworks magazines; magazines; temporary magazines.

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EMR/XPB-535 *Formerly Identified as:* NO REFERENCE

### Permissions (New)

*Description:* Information relating to policy development, enquiries and preparation of forms for explosives permissions. Also includes two-components permissions. *Topics:* Ammonium nitrate, fuel oil permissions; re-loading ammunition permissions.

EMR/XPB-540 *Formerly Identified as:* NO REFERENCE

### Permits (New)

*Description:* Information relating to policy development, enquiries and preparation of forms for explosives permits. *Topics:* Annual importation permits; general importation permits; transportation permits.

EMR/RDO-545 *Formerly Identified as:* EMR-800

### Energy Research and Development

*Description:* Information relating to development of research and development policies to ensure that Canada has the necessary research capabilities to support national energy strategies. *Topics:* Coal research and technology; provincial coal policy; international research and development; IEA Committee on Energy Research and Development; provincial activities; the Alberta Canada Energy Resources Research Fund (ACERRF); federal-provincial demonstration agreements; industrial research and development.

EMR/RDO-550 *Formerly Identified as:* EMR-805

### Energy Research and Development Tasks and Programs

*Description:* Information relating to the development and implementation of plans for research and development activity in response to energy research policy and strategy, and to the coordination and administration of the interdepartmental research and development program. It includes the management and allocation of resources for projects that will help achieve and sustain domestic energy self sufficiency. *Topics:* The Inter-departmental Panel on Energy Research and Development; energy research and development tasks and programs; proposals for funding; Office of Energy Research and Development (OERD); generic environment program; the Laval University Green Program; conservation task; Industrial Energy Conservation Research and Development Program; industrial conservation; new process technologies; conservation in the agriculture and food sector; conservation in building; conservation in transportation; energy systems; district heating and cogeneration; industrial energy recovery and reuse; oil and coal task; oil sands and heavy oil; coal supply; coal combustion; oil and coal environmental issues; nuclear energy task; nuclear fission and fusion; fuel resource base; nuclear energy utilization and support; nuclear fusion; renewable energy sources task; hydraulics; solar; bioenergy; wind; geothermal; peat; new liquid fuels task; direct liquefaction; gasification; biological processes; fuels processing; fuel use; hydrogen and energy storage; new liquid fuels and environment; conventional energy systems; geoscientific research and development; marine engineering; offshore geotechnics; enhanced recovery; materials for offshore structures; oil and gas transportation; conventional energy systems and environment; electric research and development.

EMR/MPS-555 *Formerly Identified as:* NO REFERENCE

### Mineral Policy (New)

*Description:* Information relating to mineral development activities; the establishment, promotion and assessment of the impact of mineral policies and strategies; and the provision of advice to senior officials on the implications of international mineral development. *Topics:* Associations; committees; conferences; liaison; operations; Research Agreements Program.

EMR/MPS-560 *Formerly Identified as:* EMR-635

### Economic Analysis

*Description:* Information relating to the assessment of economic and fiscal factors affecting the competitiveness of Canadian minerals and metals industry. *Topics:* Associations; contracts; economic database

systems; economic prospects; federal policy analysis; financial and corporate analysis; forecasting; foreign mineral industry; foreign ownership; mining equipment industry; financial and taxation models; analysis of major mining projects; Queen's Centre for Resource Studies research program; regional economic analysis; tax policy analysis.

EMR/MPS-565 *Formerly Identified as:* EMR-645

### Human Affairs

*Description:* Information relating to analysis and development of strategies and programs in order to ensure the availability of human resources and enhance the quality of work life in mining communities. *Topics:* Liaison; trade unions; health and safety; job creation programs; labour markets and issues.

EMR/MPS-570 *Formerly Identified as:* EMR-650

### Information Services

*Description:* Information relating to production, distribution, management and operations of minerals and metals information services. *Topics:* Corporate information; mineral industry statistics; mineral and metal industry census and surveys; the National Mineral Inventory; minerals and metals publications.

EMR/MPS-575 *Formerly Identified as:* EMR-660

### International Mineral Relations

*Description:* Information relating to bilateral and multilateral mineral relations, discussions and negotiations with foreign countries and organizations. *Topics:* Conferences; domestic organizations; international organizations; Law of the sea; mineral trade analysis; Trade and Tariffs Agreements; tariff structures; foreign countries mineral development.

EMR/MPS-580 *Formerly Identified as:* EMR-670

### Minerals and Metals Strategy

*Description:* Information relating to assessment and analysis of domestic and foreign mineral and metal commodities for the development and promotion of policies and programs. *Topics:* Commodity issues and studies; ferrous commodities; industrial commodities; non-ferrous commodities; non-ferrous smelter strategy; processing technology; non-ferrous environmental issues.

EMR/MPS-585 *Formerly Identified as:* EMR-680

### Regional Mineral Development

*Description:* Information relating to regional mineral development strategies and policies in order to contribute to the mineral economic development of Canadian regions. *Topics:* Provincial liaison; Federal Economic Development Co-ordinators (FEDC); federal/provincial economic agreements and programs; General Development Agreements (GDA); Mineral Development Agreements (MDA); infrastructure in support of mineral developments; northern development; native land claims; regional analysis.

EMR/MPS-590 *Formerly Identified as:* EMR-690

### Resource Supply Analysis

*Description:* Information relating to analysis of the mineral resource supply in order to ensure adequate supplies of minerals and metals for Canada. *Topics:* Canadian resource supply; mineral and metal exploration activity; mine monitoring, ore reserves; foreign supply; Canadian import dependence; the International Strategic Minerals Inventory; ocean minerals.

## Deleted classes of Records

The information in the following has been transferred to other classes of records, as noted.

EMR-320 Operations (See EMR/PNA-110 **Petroleum Incentives Administration**)

EMR-330 Policy, Rulings and Evaluations (See EMR/PNA-115 **Canadian Ownership and Control Determination**;

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EMR/PNA-120 Canadian Ownership and Control  
Determination Policy; EMR/PNA-125 Petroleum  
Incentives Program; EMR/PNA-130 Petroleum  
Incentives Program Policy)

EMR-347 Regulation of Drilling Projects (See EMR/CGA-100  
Offshore Program; EMR/CGA-105 Northern Operations)



# **DEPARTMENT OF THE ENVIRONMENT**

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## DEPARTMENT OF THE ENVIRONMENT

(DOE)

### PARKS CANADA

(PKS)

#### PROGRAM MANAGEMENT

- 005 Parks Canada Program
- 010 Realty
- 015 Socio-Economic Projects
- 020 Public Use Database
- 025 Socio-Economic Information
- 030 Historical and Contemporary  
Technical References
- 035 Projects
- 040 Environmental Protection
- 045 Flora
- 050 Health and Social Services
- 055 Justice and Law Enforcement
- 060 Marine National Parks
- 065 Mineral Resources
- 070 National Landmarks
- 075 National Parks
- 080 Water Resources
- 085 Wildlife
- 090 National Historic Parks and Sites
- 095 National Battlefields Commission

### ENVIRONMENTAL CONSERVATION SERVICE

(ECS)

#### POLICY AND PROGRAM DEVELOPMENT

- 100 Program Activity Structures  
and Objectives

#### CANADIAN WILDLIFE SERVICE

- 105 Biometrics
- 110 Enforcement
- 115 Native People
- 120 Ornithology
- 125 Interpretation
- 130 Mammalogy
- 135 National Wildlife Areas
- 140 Parks
- 145 Wildlife Toxicology
- 150 Wildlife Management

#### LANDS DIRECTORATE

- 155 Policy Development and Advice
  - 160 Land-Use Monitoring and Ecological  
Research
  - 165 Land-Use Research
  - 170 Land Data Systems and Services
- #### INLAND WATERS DIRECTORATE
- 175 Canada-U.S. and Interprovincial Waters
  - 180 Flood Damage Reduction
  - 185 Water Quality Management
  - 190 River Basin Planning
  - 195 River Basin Plan Implementation
  - 200 Water Management Data
  - 205 Water Management Research
  - 210 Water Resources Use

## DEPARTMENT OF THE ENVIRONMENT

### ENVIRONMENTAL PROTECTION SERVICE

(EPS)

#### ENVIRONMENTAL PROTECTION PROGRAM

215 Mobile Sources  
220 Chemical Process Sources  
225 Mining, Mineral and Metallurgical  
Industries  
230 Fuels  
235 Combustion Sources  
240 Data Analysis  
245 Program Co-ordinator  
250 Surveillance  
255 Technology Development  
260 Abatement and Compliance  
265 Technology Development  
270 Water Pollution Programs  
275 Contaminants Control  
280 Waste Management  
285 Environmental Emergency  
ENVIRONMENTAL STRATEGIES  
290 Planning, Assessment and Policy  
295 Federal Activities Assessment  
PRIORITY ISSUES  
300 Toxic Chemical Management

ACCESS TO INFORMATION  
CO-ORDINATOR  
ENVIRONMENT CANADA  
28th FLOOR  
LES TERRASSES DE LA  
CHAUDIÈRE  
HULL, QUEBEC  
K1A 0H3

### ATMOSPHERIC ENVIRONMENT SERVICE

(AES)

ATMOSPHERIC RESEARCH  
310 Research Management and Policy  
AIR QUALITY AND INTER-  
ENVIRONMENTAL RESEARCH  
315 Air Quality Research Projects  
ATMOSPHERIC PROCESSES RESEARCH  
320 Atmospheric Research  
METEOROLOGICAL SERVICES RESEARCH  
325 Atmosphere — High Atmospheric Vehicles  
330 Communications — Facsimile  
335 Contracts  
340 Ice Observing Programs —  
Reconnaissance  
345 Instruments  
350 Meteorology Aviation  
355 Marines Meteorology  
360 Meso-meteorology  
365 Meteorology Training  
370 Projects — AES HQ  
375 Radar  
380 Satellites  
385 Weather Service  
390 Weather Service — Air Transportation  
395 Wind Tunnel (AES)  
400 Projects Research AES Headquarters  
405 Contracts  
410 Ice  
415 Oil and Gas Exploration and Development  
420 Project-HQ  
FIELD METEOROLOGICAL BRANCH  
425 Telcommunications  
430 Forecast Procedures  
435 Weather Services  
440 Data Acquisition  
445 Forecast  
450 Observations  
CANADIAN CLIMATE CENTRE  
455 Climatology  
460 Hydrometeorology  
CENTRAL SERVICES DIRECTORATE  
465 Ice Information, Consultation and  
Advice  
470 Communications — Computing Services  
475 Meteorology Training  
480 Data Acquisition Networks  
485 Instruments and Instrument Systems



# DEPARTMENT OF THE ENVIRONMENT

## Background

The Department of the Environment officially came into being June 11, 1971, following proclamation of the *Government Organization Act*, 1970. It was created to bring together elements within the federal government already involved in work related to the Canadian environment and our renewable resources. The Department is also known by the short form, "Environment Canada."

On April 2, 1979 the proclamation of the *Government Organization Act* (1979) reorganized Environment Canada into two departments which included Parks Canada and Fisheries and Oceans Canada.

## Laws and Regulations

- Ambient Air Quality Objectives, Nos. 1 and 2
- Canada Water Act
- Canada Wildlife Act
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Clean Air Act
- Department of Transport Act
- Environmental Contaminants Act
- Fisheries Act
- Forestry Development and Research Act and Regulations
- Game Export Act
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- International River Improvements Act
- International River Improvements Regulations
- Leaded Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Products Plant Liquid Effluent Regulations
- Metal, Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Metallurgical Industries Mercury Information Regulations
- Migratory Birds Sanctuary Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- National Battlefield Act of Québec
- National Parks Regulations
- Ocean Dumping Control Act and Regulations
- Parks Canada Policy
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Control Regulations
- Pulp and Paper Effluent Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

## Overall Responsibilities

The primary objective of Environment Canada is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians by:

- protecting human health and property from harmful substances and environmental changes, whether natural or man-made, and by protecting resource productivity through conservation and wise use of renewable resources, for sustained economic and social benefits;
- protecting the quality life, on the basis of the development of

society in harmony with its environment, permitting enjoyment of the environment and its resources; and

- safeguarding Canada's heritage (the primary objective of Parks Canada), through the protection for all time of those places which are significant examples of Canada's natural and cultural heritage, and encouraging public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

The fulfillment of this commitment includes informing, influencing, protecting, regulating, monitoring, and practicing scientific research, resource management and conservation.

As environmental processes cross political boundaries, and as the same human activity can affect matters under both federal and provincial jurisdiction, the federal and provincial governments share responsibility for the environment and its resources.

The provinces have direct management responsibility for most environmental and resource matters within their borders. The federal government has responsibility for matters clearly within its jurisdiction (the territories, National Parks, oceans, some resources such as fisheries, flow of goods into and within Canada, and the impact of its own activities) and for matters which the provinces cannot readily or cost-effectively undertake separately (e.g. weather services, information collection, and research).

The Department also deals with international issues to protect Canada's environment and renewable resources and at the same time contributes meaningfully to the resolution of international problems such as world-wide contaminants, climatic change and long-range transport of air pollutants. The growth of public consciousness about the collective responsibility of the government and the public for the quality of the environment is actively fostered by the Department through greater communication and awareness of environmental problems and by the maintenance of an open, accessible information service.

A number of federal departments and agencies assist the Minister of Environment, as main advocate for responsible consideration of the environment in government planning, through:

Monitoring and scientific research — data collection, monitoring of developments, scientific research, analysis and interpretation of the state and processes of the environment are undertaken for air, water, oceans, land, forests and wildlife. This generates information of various types, including definition of environmental and health constraints.

Protecting and regulating — where federal authority exists (ocean dumping, federal facilities clean-up, northern resources), the Department works to minimize adverse impacts of toxic substances and pollutants on human health, environmental systems and renewable resources.

Resource management and conservation — directly, if within federal responsibility (migratory birds, parks, federal lands), or jointly with the provinces if jurisdiction is shared (boundary water, river basins and flood damage reduction), Environment Canada promotes conservation and sustained economic use.

Information and influence — information and technical services of various types (meteorological and ice services, water information, land use data and pollution abatement technology) are provided to a wide variety of users to influence the environmental protection and resource management decisions of others (the private sector, provinces and other countries) to provide maximum continued benefit to all Canadians, and encourage responsible environmental behaviour by the federal government and other jurisdictions.

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### Major Publications

A general departmental publications list and a scientific and technical departmental publications list are prepared by the departmental Information Directorate. Other lists of general, scientific and technical publications are produced by the services and directorates listed below:

- Environmental Conservation Service
- Inland Waters Directorate
- Lands Directorate
- Canadian Wildlife Service
- Environmental Protection Service
- Air Pollution Control Directorate
- Environmental Impact Control Directorate
- Water Pollution Control Directorate
- Parks Canada (included in the general publications list of Environment Canada)
- Atmospheric Environment Service
- Federal Environmental Assessment Review Office
- Office of the Science Advisor
- Canadian Environmental Advisory Council

### EDP Systems

- Climatological Data Archive, AES
- World Ozone Data, AES
- National Water Quality Data (NAQUADAT), ECS
- Water Resources Document References (WATDOC), ECS
- Great Lakes Limnological Data, ECS
- Automated Hydrometric Data, ECS
- Sediment Survey Data, ECS
- Glaciology Data, ECS
- Canada Geographic Information System, ECS
- Migratory Game Bird Data, ECS
- Water Effluent National Inventory System (WATENTS), EPS
- National Air Pollution Surveillance (NAPS), EPS
- National Air Emissions Inventory (NEIS), EPS
- National Environmental Emergency Locator System (NEELS), EPS
- National Analysis of Trends in Environmental Spills (NATES), EPS
- Canadian Chemicals in Commerce (CCC), EPS
- Forest Insect and Disease Survey (FIDS), CPF
- Canadian Inventory of Historic Buildings (CIHB), PC

### Key Contacts

#### National Capital Region

Environment Canada  
Finance and Administration  
23rd Floor, Les Terrasses de la Chaudière  
Hull, Québec  
Telephone: (819) 997-0210

Environmental Protection Service  
15th Floor, Place Vincent Massey  
Hull, Québec  
Telephone: (819) 997-1575

Environmental Conservation Service  
18th Floor, Place Vincent Massey  
Hull, Québec  
Telephone: (819) 997-1252

Atmospheric Environment Service  
27th Floor, Les Terrasses de la Chaudière  
Hull, Québec  
Telephone: (819) 997-1588

Parks Canada Program  
Finance and Administration Branch  
2nd Floor, North Tower  
Les Terrasses de la Chaudière  
Hull, Québec  
K1A 1G2  
Telephone: (819) 994-2948

Federal Environmental Assessment  
Review Office (FEARO)  
13th Floor, Fontaine Building  
Hull, Québec  
Telephone: (819) 997-1000

### Regional Offices

#### Pacific and Yukon Region

Environment Canada  
P.O. Box 1540  
800 Burrard Street  
Vancouver, British Columbia  
V6Z 2G7  
Telephone: (604) 666-5900

#### Western and Northern Region

Environment Canada  
9942 — 108th Street  
Edmonton, Alberta  
T5K 2J5  
Telephone: (403) 420-2555

#### Ontario Region

Environment Canada  
55 St. Clair Avenue East  
7th Floor  
Toronto, Ontario  
M4T 1M2  
Telephone: (416) 525-6406

#### Québec Region

Environment Canada  
P.O. Box 10100  
Champlain Building, 5th Floor  
2700 Laurier Boulevard  
Ste-Foy, Québec  
G1V 4H5  
Telephone: (819) 694-4406

#### Atlantic Region

Environment Canada  
5th Floor, Queen's Square  
45 Alderney Drive  
Dartmouth, Nova Scotia  
B2Y 2N6  
Telephone: (902) 426-8374

# DEPARTMENT OF THE ENVIRONMENT

## Access Procedures

Please address formal requests under the *Access to Information Act* to

Access Co-ordinator  
Environment Canada  
28th Floor, Les Terrasses de la Chaudière  
Hull, Québec  
K1A 0H3  
Telephone: (819) 997-2821

## PARKS CANADA

Facilities for the viewing of all Parks Canada records are available in the National Capital Region and all regional offices across Canada. Library facilities at several locations can also be utilized for this purpose. In the National Capital Region the following sources serve as public access points for Parks Canada facilities and services.

### National Capital Region Libraries

Parks Canada  
Departmental Library  
Environment Canada  
Chaudière Branch  
Les Terrasses de la Chaudière, 5th Floor  
Hull, Québec  
K1A 1G2  
Telephone: (819) 997-7434  
  
Documentary Centre  
Socio-Economic Branch  
3rd Floor, les Terrasses de la Chaudière  
Hull, Québec  
K1A 1G2  
Telephone: (819) 994-2000

## Access Procedures

### National Capital Region Access to Information Co-ordinators

The following is a list of the Access to Information Co-ordinators for Parks Canada in the National Capital area who may be reached at:

Parks Canada  
Les Terrasses de la Chaudière  
10 Wellington Street  
Hull, Québec  
K1A 1G2  
  
Assistant Deputy Minister  
27th Floor  
Telephone: (819) 997-9525  
  
Chief of Operations  
27th Floor  
Telephone: (819) 997-9525  
  
Director General  
Program Management  
3rd Floor  
Telephone: (819) 994-1790  
  
Director  
Finance and Administration  
2nd Floor  
Telephone: (819) 994-2948  
  
Director  
Program Planning and Analysis  
3rd Floor  
Telephone: (819) 994-1852

Director  
National Historic Parks and Sites  
3rd Floor  
Telephone: (819) 994-1808

Director  
National Parks  
2nd Floor  
Telephone: (819) 994-2657

Director  
Engineering and Architecture  
4th Floor  
Telephone: (819) 997-0335

Director  
Information Services  
Mezzanine Level  
Telephone: (819) 997-3736

Director  
Personnel Management  
5th Floor  
Telephone: (819) 994-2360

### Regional Offices

Director  
Atlantic Region  
Historic Properties  
Upper Water Street  
Halifax, Nova Scotia  
B3J 1S9  
Telephone: (902) 426-3405

Director  
Ontario Region  
111 Water Street East  
Cornwall, Ontario  
K6H 6S3  
Telephone: (613) 938-5869

Director  
Québec Region  
3 Buade Street  
P.O. Box 6060  
Haute Ville, Québec  
G1R 4V7  
Telephone: (418) 648-4042

Director  
Prairie Region  
Confederation Building  
4th Floor  
457 Main Street  
Winnipeg, Manitoba  
R3B 3E8  
Telephone: (204) 453-1033

Director  
Western Region  
Room 552  
220 4th Avenue South East  
P.O. Box 2989  
Calgary, Alberta  
T2P 3H8  
Telephone: (403) 231-4444

## Parks Canada Program Management Directorate

The activities of this directorate include the overall management of program planning and evaluation functions in Parks Canada; the preparation of multiyear forecasts and estimates; and the



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development and implementation of policies, programs and standards related to general administration, information services, liaison and co-operation at the national and international level; management consultation; reviews and audits; socio-economic research; and townscape management. They also include realty policy and engineering and architectural activities. The information can be found in the offices of headquarters, the regions and the park offices themselves.

### Manuals

- Parks Canada Policy
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Battlefields of Québec
- National Historic Parks General Regulations
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Regulations
- National Parks Act
- Parks Canada Administrative and Management Directives (Volumes 1-6)

### Realty Services Branch

This branch provides direction and guidance on the management of real property administered by Parks Canada, and involves leases, licences, agreements, rentals, acquisitions, disposals and titles.

### Socio-Economic Branch

This branch provides socio-economic advice and related research to the Parks Canada program; maintains a socio-economic research data accumulation and data analysis capacity; and develops socio-economic research methods to meet recurring parks Canada program needs and to maintain a socio-economic information program.

### Engineering and Architecture Branch

This branch establishes technical policies, standards and guidelines for engineering and architectural services and provides direction and support to the Parks Canada program in engineering, building and landscape architecture, and historic restoration; including planning, design, construction, operation and maintenance of Parks Canada real property facilities and capital assets.

### Manuals

- Technical standards, guidelines and procedural manuals describing methods, material and required skills to design, construct, maintain, repair and restore Parks Canada contemporary and historical physical assets.
- Guidelines on resources planning, the organization and management of engineering and architecture functions and other technical activities and systems.

### National Parks Branch

The activities of this branch include the development and operation of a system of national parks which will protect significant natural areas for all time; the development of a system of natural landmarks; the development of co-operative heritage areas through federal-provincial agreements; participation in the Canadian Heritage Rivers System; the long term development of Canadian Heritage Trail System in co-operation with the provinces/territories. The branch is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

### Manuals

- The National Parks Act
- National Parks Regulations
- Parks Canada Administrative and Management Directives (Volumes 1-6)
- Parks Canada Policy

### National Historic Parks and Sites Branch

This branch of Parks Canada is concerned with the preservation, development, maintenance, operation and interpretation of National Historic Parks and Sites, and Heritage Canals. The parks and sites commemorate persons, places and events which have been declared to be of national historical or architectural significance by the Minister, acting on the advice of the Historic Sites and Monuments Board of Canada. The activities of the branch include archaeological, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts and curatorial services on period furniture, costumes and apparel.

### National Battlefields Commission

The National Battlefields Commission was established by *An Act Respecting the National Battlefields at Québec* S.C. 1908, CL. 57, as amended. The Commission, a Crown Corporation, is designated as an agency corporation (Schedule C), within the meaning and purpose of the *Financial Administration Act*. The Commission is responsible for the preservation, management and operations of the National Battlefields at Québec and is funded through the annual appropriations of the Department of the Environment and is responsible to Parliament through the Minister of the Department.

### Manuals

- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Historic Parks General Regulations
- National Historic Park Wildlife and Domestic Animals Regulations

## ENVIRONMENTAL CONSERVATION SERVICE

### Policy and Program Development Directorate

The directorate integrates the many programs of the Environmental Conservation Service (ECS) into a cohesive operation; develop and implements national environmental conservation policies and strategies; evaluates and controls the effectiveness and efficiency of ECS programs; and develops, implements and co-ordinates integrated Department-wide programs.

### Manuals

- Canada Wildlife Act
- Migratory Birds — Bird Banding Manual
- Canada Migratory Birds Convention Act and Regulations
- Migratory Bird Sanctuary Regulations
- Guidelines for Wildlife Policy in Canada
- Wildlife Area Regulations
- CITES Reports
- Transactions of Federal-Provincial Wildlife Conferences
- Scientific and Technical Publications Report Series
- Occasional Papers Series
- Progress Notes Series
- Monograph Series

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- Wildlife Habitat — A Handbook for Canada's Prairies and Parklands
- Canadian Wildlife Service Sign Manual

### Canadian Wildlife Service

Under the *Migratory Birds Convention Act* and Regulations, the *Canadian Wildlife Act* and Regulations and the *Game Export Act*, the Canadian Wildlife Service has responsibility for the management and protection of migratory birds in co-operation with the Fish and Wildlife Service, United States Department of the Interior, and with other foreign governments.

#### Migratory Birds

This branch is responsible for the protection and management of migratory birds through development of regulations, habitat management and supporting research and surveys; direction of nation-wide surveys of migratory birds for regulatory and other management purposes; development of a national waterfowl management plan.

#### Wildlife Research and Interpretation Branch

This branch is responsible for the protection and management of wildlife. In co-operation with the provinces and territories, the service undertakes programs of research, management and interpretation on wildlife where there is a national interest. It carries out wildlife research for the national parks, advises other federal agencies on wildlife matters, and participates for Canada in international agreements and programs on wildlife conservation.

#### Lands Directorate

This directorate encourages effective land-use planning by both provincial and federal governments through land inventory and land-use planning studies.

#### Inland Waters Directorate

The directorate plans and formulates water management programs and policies, especially in international and interprovincial water systems. It conducts research and data collection programs on the quantity and quality of Canada's inland waters. Inland Waters Directorate also carries out river basin planning and implementation and flood damage reduction programs with the provinces under the provisions of the *Canada Water Act*. The research programs of the National Water Research Institute and the National Hydrology Research Institute contribute to effective management of water quality and quantity throughout the country and in boundary waters with the United States such as the Great Lakes. The National Water Research Institute is the official collaborating centre on surface and ground water quality for the World Health Organization.

### ENVIRONMENTAL PROTECTION SERVICE

#### Environmental Protection Program Directorate

The main activity of this directorate includes the development and management of strategies to minimize the adverse impact of man's activities on environmental quality at the national level and to support the regions in their endeavours.

#### Environmental Strategies Directorate

The main activities of this directorate include advice and recommendations to senior management on objectives, setting

priorities, establishing policy and developing frameworks to meet objectives and to evaluate the effectiveness of program activities; to formulate strategies to influence other government departments, central agencies, other governments and the public, and to monitor their effectiveness.

#### Priority Issues Directorate

The main activity of this directorate includes the management of assigned special programs or issues of high complexity and political significance which have a major impact on environmental quality.

### ATMOSPHERIC ENVIRONMENT SERVICE

#### Atmospheric Research Directorate

The directorate is responsible for the management and conduct of atmospheric and other related environmental research and development for the benefit of the Canadian people and the national and international scientific communities.

#### Air Quality and Inter-Environmental Research Branch

The branch is responsible for the provision of an efficient and effective federal program in air quality and technology transfer to serve the international, national and regional interests of the Canadian people.

#### Atmospheric Processes Research Branch

The main activities of this branch includes research in the following areas: monitoring of the stratospheric ozone layer, depletion of the stratospheric ozone layer, solar radiation instrumentation; cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. Additional activities include administration of the *U.S.-Canada Weather Modification Information Act*.

#### Meteorological Services Research Branch

This branch carries out research on weather, ice and sea-state observing and forecasting systems to ensure full and efficient utilization of technological and scientific advances. Research is also conducted on meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the utilization of satellite data. The satellite data laboratory develops and operates techniques for the reception and use of atmospheric, weather, ice and other related data transmitted by earth-orbiting and geo-stationary satellites.

#### Field Meteorological Systems Branch

The main activities of the branch include the co-ordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated towards a single purpose of providing timely observed data, weather warnings, forecasts and advice to users.

#### Manuals

- Teletype Procedures (TELPRO);
- Teletype Distribution (TELDIS, VOL. I and II);
- Facsimile Operations (FAXOPS)
- CMC Reference Manuals
- Manual of Standard Procedures for Public and Marine Weather Service (MANPUB);



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- Manual of Standard Procedures for Aviation Weather Services (MANAIR);
- Manual of Aviation Weather Information Services (MAWIS)
- Manual of Surface Weather Observations (MANOBS);
- Supplementary Aviation Weather Observations;
- Manual of Inspection;
- Scale of Issue Manual (METSCALE);
- General Operations Reference Manual (GORM);
- Meteorological Stations in Canada (METSTAT);
- Manual of Upper Air Observations (MANUPP);
- Manual of Freeze-up and Break-up of Water Bodies;
- Manual of Marine Weather Observing
- Auxiliary Ship Operating on Great Lakes and St. Lawrence Rivers;
- Transmission of Ships' Weather Reports to Coastal Radio Station;
- Meteorological Radio Facsimile Broadcasts for Mariners;
- Radar Handbook;
- Background Air Pollution Monitoring

### Canadian Meteorological Centre

The centre is responsible for forecast operations, computer operations and operation development.

### Canadian Climate Centre

The centre provides a leading role in integrating all climate-related activities in Canada. Research is conducted into climate prediction, man's impact on climate and cause and effect relationships between the climate system, society and the environment. The centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and provincial needs. The centre is also responsible for the documentation, quality control and archiving of all official Canadian climate data.

### Central Services Directorate

This directorate is responsible for providing ice information, and consultation and advice on its use. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks, and expertise for the development and implementation of atmospheric instruments and systems.

### Classes of Records

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DOE/PKS-005 *Formerly Identified as:* EC-10

#### Parks Canada Program

*Description:* Information on the general management and operational responsibilities of the Parks Canada Program. *Topics:* Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources — inventories, management and research; park signs; general surveys and studies.

DOE/PKS-010 *Formerly Identified as:* EC-20

#### Realty

*Description:* Information on the management of real property including National Parks, National Historic Parks and Sites, Heritage Canals and Corridors, Admiralty, Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing,

licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters. *Topics:* General agreements; agreements for bridges and causeways; road, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities — land use, rental setting. *Storage Media:* EDP and microfiche. *Retrievability:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual.

DOE/PKS-015 *Formerly Identified as:* EC-30

#### Socio-Economic Projects

*Description:* Information on socio-economic surveys and studies carried out by Parks Canada in support of the planning, development and operation of National Parks, National Historic Parks and Sites and Heritage Canals. *Topics:* Research review process, information enquiries from internal and external sources research projects, surveys and studies, historical data. *Storage Medium:* EDP Systems. *Special Access Note:* These records are located at Parks Canada headquarters and regional offices. Final reports available to the public through departmental libraries and specialized document collections located at headquarters and regional offices.

DOE/PKS-020 *Formerly Identified as:* EC-40

#### Public Use Database

*Description:* Information on the collection of attendance data for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicular traffic at National Park gateways; vessel movement data on the Heritage Canals. *Storage Medium:* EDP Systems. *Retrievability:* These records are located at Parks Canada headquarters, regional offices and park offices. A Parks Canada Use Statistics report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (200 copies) are also distributed widely in a similar manner.

DOE/PKS-025 *Formerly Identified as:* EC-50

#### Socio-economic Information

*Description:* Information on the socio-economic aspects of park use, outdoor recreation, tourism, management and program evaluation. *Topics:* Research methodology, examples of research projects, socio-economic impact studies, bibliography on relevant topics, visitor use studies, resource management, recreation, tourism. *Storage Media:* Microfiche and film.

DOE/PKS-030 *Formerly Identified as:* EC-60

#### Historical and Contemporary Technical References

*Description:* Plans, drawings, specifications, standards, guidelines and report on historical and contemporary engineering and architectural projects in Parks Canada. Also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. *Storage Medium:* EDP and microforms.

DOE/PKS-035 *Formerly Identified as:* EC-70

#### Projects

*Description:* Information on engineering and architectural projects carried out in the Parks Canada Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also DOE/PKS-005,



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Parks Canada Program). *Topics:* Planning, design, construction, operation, maintenance, equipment, services, utilities, facilities, claims and evaluation.

DOE/PKS-040 *Formerly Identified as:* EC-90

### Environmental Protection

*Description:* Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection, pollution and pollutants, regulations, reports and returns, surveys and studies, water supplies and wildlife.

DOE/PKS-045 *Formerly Identified as:* EC-100

### Flora

*Description:* Information on botany, ecology and forestry management in the National Parks. *Topics:* General correspondence and reports; forest fires, regulations, silviculture, pest control, statistics, surveys and studies; timber cutting.

DOE/PKS-050 *Formerly Identified as:* EC-110

### Health and Social Services

*Description:* Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial governments.

DOE/PKS-055 *Formerly Identified as:* EC-120

### Justice and Law Enforcement

*Description:* Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.

DOE/PKS-060 *Formerly Identified as:* EC-130

### Marine National Parks

*Description:* Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. *Topics:* General development and planning, surveys and studies.

DOE/PKS-065 *Formerly Identified as:* EC-140

### Mineral Resources

*Description:* Information on mining, oil and gas activities at or near Parks Canada facilities. *Topics:* Mineral exploration and development, mineral claims, quarrying and various mining activities, oil and gas exploration and development, leases and permits.

DOE/PKS-070 *Formerly Identified as:* EC-150

### National Landmarks

*Description:* Information on potential National Landmarks which merit protection of specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning, surveys and studies.

DOE/PKS-075 *Formerly Identified as:* EC-160

### National Parks

*Description:* Administration, management and control of National Parks. *Topics:* Archaeology and artifacts, camp sites, cemeteries, development and planning, management plans, interpretive planning, townsite planning, regional planning, ski areas, day use areas, interpretive services, nature trails, signs, talks and tours, special events, extension services, interpretive centres, permits to collect specimens, public participation, research, sports, statistics, surveys and studies, tourists and tourism — accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.

DOE/PKS-080 *Formerly Identified as:* EC-170

### Water Resources

*Description:* Information on the use of water resources in the Parks. *Topics:* Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies.

DOE/PKS-085 *Formerly Identified as:* EC-180

### Wildlife

*Description:* Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commercial fishing in National Parks; insects and their control; use of insecticides.

DOE/PKS-090 *Formerly Identified as:* EC-190

### National Historic Parks and Sites

*Description:* Information on the preservation, development, management, interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques; Canadian Engineering Heritage Records; proposed parks and sites; public participation; permits; heritage conservation and building programs; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts; identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services — exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programs, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts.

DOE/PKS-095 *Formerly Identified as:* EC-1180

### National Battlefields Commission

*Description:* Responsible for the preservation, management and operation of the National Battlefields Park, Québec. *Topics:* Administration, policy, planning studies and reports.

DOE/ECS-100 *Formerly Identified as:* EC-200

### Program Activity Structures and Objectives

*Description:* Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives, surveys and studies, Improvements in Management Practices and Controls (IMPAC), toxic substances, Co-operative Projects with Industry (COPI), Pilot Industry Laboratory Program, Shore Zone Program, Biomass.

DOE/ECS-105 *Formerly Identified as:* EC-210

### Biometrics

*Description:* Information on the biometrics of migratory birds. *Topics:* Migratory birds hunting permits; waterfowl surveys; data processing.

DOE/ECS-110 *Formerly Identified as:* EC-220

### Enforcement

*Description:* Information on the enforcement of *Migratory Bird Convention Act*, *Migratory Bird Regulation*, *Migratory Bird Treaty*. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; *Migratory Birds Conviction List*, report convention; legal fee; appointment of game

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officer; appointment of agents; protocol with U.S.A.; enquiries and questions; Indians and Eskimos; treaties — Canada-France, Canada-Mexico, Canada-U.S.A., U.S.A.-Japan, U.S.A.-Mexico, U.S.A.-U.S.S.R.

DOE/ECS-115 *Formerly Identified as:* EC-230

### **Native People**

*Description:* Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indian, Inuit Tapirisat of Canada, Northern Québec Cree, Inuit, Naskaps, Western Arctic Inuit-Cape. *Retrievability:* Files are arranged by name of individual.

DOE/ECS-120 *Formerly Identified as:* EC-240

### **Ornithology**

*Description:* Information on all aspects of wildfowl. *Topics:* Bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crop by bird; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licences; propagation and agriculture; research on species; use of birds; commercial shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Retrievability:* Files are arranged by name and geographic locations.

DOE/ECS-125 *Formerly Identified as:* EC-250

### **Interpretation**

*Description:* Information on interpretive programs to promote public awareness, and appreciation of Canada's wildlife and natural environment through personal experience. The interpretive programs offer people the opportunity to see, smell, taste, touch and hear their environment in a firsthand way. *Topics:* Interpretation Centres — Midland (Ontario), Percé, Cap Tourmente (Québec), Swift Current (Saskatchewan), and Creston (British Columbia). General correspondence; national plans; evaluation of interpretation centres; research; marketing and publicity; special projects. Program cancelled in 1984.

DOE/ECS-130 *Formerly Identified as:* EC-260

### **Mammalogy**

*Description:* Research and general information on selected species of mammals. *Topics:* Mammals hides; fur-bearing animals; trapping; wolf bounties; diseases and parasites; rare and endangered species; locations where species are found.

DOE/ECS-135 *Formerly Identified as:* EC-270

### **National Wildlife Areas**

*Description:* General correspondence on policies and regulations as they affect provinces and specific geographical location. *Topics:* Agreements; policy; regulations; rentals; leases.

DOE/ECS-140 *Formerly Identified as:* EC-280

### **Parks**

*Description:* General information on National Parks and the preservation of their wildlife. *Topics:* General correspondence; proposed parks; slaughter of animals; national park authority; investigation in the national parks; fish culture; liaison with U.S. National Parks on wildlife management. Program cancelled in 1984.

DOE/ECS-145 *Formerly Identified as:* EC-290

### **Wildlife Toxicology**

*Description:* Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice to outside agencies on chemicals and pesticides; National Registry of Pesticide Residues; registration of agricultural chemicals; toxic

chemical management program; toxic substances program; analytical data quality program; chemical analytical services; forest spray operations; heavy metal; Organization for Economic Co-operation and Development (OECD); wildlife sampling program; study of fish-eating birds. *Special Access Note:* LRTAP — Toxic Substances. *Retrievability:* By subject.

DOE/ECS-150 *Formerly Identified as:* EC-300

### **Wildlife Management**

*Description:* Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; distant early warning line; bird hazard to aircraft; problems at airports; restricted material on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strike reports; reports on visits to airports; RCMP reports; application for species; Eastern Arctic-Scientific Research; scientific collection of specimens; transplants; Kluane Sanctuary Yukon; Mackenzie Mountain Sanctuary N.W.T.; Thelon Sanctuary N.W.T.; Canadian National Zoological Garden; National Zoo.

DOE/ECS-155 *Formerly Identified as:* EC-310

### **Policy Development and Advice**

*Description:* Information on the development and assessment of federal land-use objectives, policies and guidelines; the co-ordination of interdepartmental and intergovernmental activity on land policy and program matters; the analysis of land-use policy instruments with recommendations on their effectiveness in addressing land-use issues of national significance; the identification and assessment of the impact of federal programs on the use and management of Canada's land resources, and the recommendation of mitigating measures to offset any adverse effects; the provision of advice and policy positions on land quality, land-use and other land-related environmental issues raised in native land claim negotiations, and the co-ordination of the Department's relations with the Office of Native Land Claims, Indian and Northern Affairs Canada; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the TBAC/FLM and the co-ordination of the discharge of the Department's responsibilities under the Federal Land Management Policy; the assistance of representing Canada's land resource interest in bilateral relations with other countries, and international organizations; and to assist in foreign aid, technical exchange and advisory programs. *Topics:* General correspondence; integrated planning and management; public awareness; Lands Directorate Canada Land-Use; policy research & co-ordination; Lands Directorate Québec-projects; Lands Directorate Northwest Territories-Yukon and Arctic land-use planning.

DOE/ECS-160 *Formerly Identified as:* EC-320

### **Land-Use Monitoring and Ecological Research**

*Description:* Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land; dissemination of scientific knowledge, methods and techniques for surveying and classifying land by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land soil processes of concern in environmental management; the production of nationally consistent spatial data on national and regional land-use patterns and trends for creating national and regional perspectives on the use of Canada's lands. *Topics:* General correspondence, integrated planning and management, public awareness, Lands Directorate Canada Land-use planning, Lands Directorate inter-regional projects, Lands Directorate Manitoba-projects, Lands Directorate Northwest Territory, Yukon and Arctic land-use, mapping, land-use information map series, Lands Directorate Northwest Territories, Yukon and Arctic region-projects.



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DOE/ECS-165 *Formerly Identified as:* EC-330

### Land-Use Research

*Description:* Information on the advancement of public understanding of land-use in Canada, the determinants of land-use, and the environmental, economic and social implications of national and regional land-use issues and problems; the development, assessment, improvement and recommendation of methods and techniques for environmentally sound land-use planning and practices by providing technical assistance to federal and provincial departments and agencies on land-use planning matters; providing financial contributions to provinces for land-use planning; the provision of land research, planning and management services, and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. *Topics:* General correspondence, integrated planning and management, resource management data, public awareness, Lands Directorate International-general, policy research and co-ordination-general land-use planning.

DOE/ECS-170 *Formerly Identified as:* EC-340

### Land Data Systems and Services

*Description:* Information on the development, maintenance and operation of a computerized national land data bank capable of storing, processing and retrieving geographic-specific bio-physical and socio-economic data on, or related to land, land capability, land-use and resource management issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the effectiveness, efficiency and greater use of spatial information systems in land-use planning and management; the provision of data on processing and advisory services in support of the production of land statistics and the solution of land related planning and management problems; and to the provision of training services on the use of the Canada Land Data Systems for existing and potential clients. *Topics:* Canada land inventory, Canada land data system — projects. *Storage Medium:* EDP systems, maps.

DOE/ECS-175 *Formerly Identified as:* EC-350

### Canada-U.S. and Interprovincial Waters

*Description:* Information on all activities carried out under specific Canada-U.S. agreements or arrangements such as investigative, control, or surveillance board activities for the International Joint Commission (IJC) or in other bilateral Canada-U.S. situations; studies and implementation in interprovincial waters under formal federal-provincial arrangements; and bilateral Canada-U.S. activities on shared basins. Policy development, data collections and research carried out as a part of any of these formal arrangements are included as well as specific federal-provincial agreements required to carry out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements not part of River Basin Planning (Prairie Provinces Water Board). *Topics:* International Columbia River Board of Control, Great Lakes connecting channels, Great Lakes programs, International Great Lakes Levels Board, Great Lakes studies, International and Interprovincial Waters, Lake of the Woods, Lac Seul Agreement, Winnipeg River, St. Lawrence River Board of Control. *Retrievability:* Files are arranged by subject and name.

DOE/ECS-180 *Formerly Identified as:* EC-360

### Flood Damage Reduction

*Description:* Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes any policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Topics:* Conservation and floods,

flood damage reduction. *Retrievability:* Files are arranged by subject, geographic location and name.

DOE/ECS-185 *Formerly Identified as:* EC-370

### Water Quality Management

*Description:* Information on the establishment of water quality objectives and working with EPS on the setting of effluent requirements in specific areas. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor does it include research related to water quality management. *Topics:* Water pollution, air pollution, water quality survey, analytical methods, corrosion, industrial water uses, water quality-I.H.D., surface water, municipal water systems, federal government installations, mineral waters, waste water treatment, water quality monitoring programs. *Retrievability:* Files are arranged by subject, geographic locations and name. *Storage Medium:* Magnetic tapes.

DOE/ECS-190 *Formerly Identified as:* EC-380

### River Basin Planning

*Description:* Information on river basin planning activities carried out under specific federal-provincial agreements or other arrangements, including both studies with specific focus such as the St. Lawrence River water quality study, and more comprehensive studies such as the Souris River basin study. Policy development, data collection and research conducted as a part of any of these formal arrangements are included. In some instances, some preplanning, guideline development and socio-economic analysis may be done. This may include participation of all ECS elements, as appropriate. *Topics:* Hydrometric network planning; hydrometric investigations; international and interprovincial waters; St. Lawrence River; Atlantic Tidal Power Programming Board; Bay of Fundy Tidal Power Review Board; special projects. *Retrievability:* By subject, by geographic location and project name.

DOE/ECS-195 *Formerly Identified as:* EC-390

### River Basin Plan Implementation

*Description:* Information on activities under formal federal-provincial river basin plan implementation agreements. It includes flood control work done as part of a comprehensive implementation program such as the Qu'Appelle, but does not include separate flood control work such as Fraser Dyking. *Topics:* Water diversions; policy development, data collection and research carried out as a part of formal implementation arrangements are included, as are activities such as the development of national guidelines in support of the program. *Retrievability:* By subject, by geographic location and project name.

DOE/ECS-200 *Formerly Identified as:* EC-400

### Water Management Data

*Description:* Information on data collection, including water quality, hydrometric, sediment and socio-economic information, as well as the management and operation of data systems and interpretive reports. Non-numeric information systems such as WATDOC and D-REF are also included. Excluded are reports prepared primarily for public consumption such as the *Canada Water Year Book*, which are covered under the Information Services category (i.e. Public Information). (These data exclude data collection under specific international or federal-provincial water management or planning studies, data collection carried out as an integral fact of research, and that portion of the water quality data collection activity included under the toxic chemicals category (about one-third nationally).) *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, sediment survey, remote sensing, watershed research, tidal gauge records, tidal surveys. *Retrievability:* Files are arranged by subject, geographic location, name and river stations. *Storage Media:* Computer printouts, magnetic tapes, microfiche.



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DOE/ECS-205 *Formerly Identified as:* EC-410

### **Water Management Research**

*Description:* Information on water resource research, including the study of the impact of nutrients on the environment, sediment composition, water quality modelling, groundwater quality and sub-surface disposal of wastes, pathways and fate of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management, co-ordination, and research contracts and subventions. (This information excludes research done under international, interprovincial, or river basin planning, implementation or flood damage reduction agreements. Also excluded is research on the impact of toxic contaminants on the water environment.) *Topics:* Glaciology; glaciological programs; hydrological studies; glaciological studies; glacier surveys; ice science; iceberg surveys; groundwater investigations and supply; groundwater programs; water pollution; water use; water quality research; snow surveys. *Retrievability:* Files are arranged by name and map reference (NT5). *Storage Media:* Microfiche, magnetic tapes, computer printouts, punchcards.

COE/ECS-210 *Formerly Identified as:* EC-420

### **Water Resources Use**

*Description:* Information on various government and private developments impinging on the wise use of Canada's water resources; the potential benefits of sound water management and development policies; participation in the work of international water management organizations; assistance to less developed nations in water resource management. *Topics:* Water and power administration, power development, electrical power statistics, exportation of electrical energy, inventory of water resources, long distance power transmission, power failures, water and power resources, atomic energy, water resources economies, seismology, export of water, water management. *Retrievability:* Files are arranged by subject, geographic location and name.

DOE/EPS-215 *Formerly Identified as:* EC-430

### **Mobile Sources**

*Description:* Information on air quality and emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement programs; engineering and evaluation; fugitive emissions; fleet programs; mobile source compliance; special studies. *Retrievability:* Files are arranged by subject, company, and product.

DOE/EPS-220 *Formerly Identified as:* EC-440

### **Chemical Process Sources**

*Description:* Information on chemical process industries; producers; emissions; industrial studies questionnaires and guidelines development. *Topics:* Chemical products; agricultural and food industry process analysis; agricultural operations and processes; food processes; agricultural and food products manufacturing; pulp, paper and wood products; forest products operations; pulp and paper processes; textiles and related manufacturers; woods and allied products manufacturing; petroleum, petrochemical, polymers and plastics; surface coating industry. *Retrievability:* Files are arranged by name of individual, company and product.

DOE/EPS-225 *Formerly Identified as:* EC-450

### **Mining, Mineral and Metallurgical Industries**

*Description:* Information on mining operations and processes relative to atmospheric pollution; mining mineral and metallurgical industrial studies and questionnaires. *Topics:* Mining operations and processes; mineral products processing; primary metallurgical industries; secondary metallurgical industries. *Retrievability:* Files are arranged by subject, products and plant types.

DOE/EPS-230 *Formerly Identified as:* EC-460

### **Fuels**

*Description:* Information on fuel studies. *Topics:* Fuel producers; types; composition; resources marketing and processing; pollution investigations; pollution control equipment, and regulations and guidelines development, synthetic fuels, gasoline; natural gas; coal; petroleum producers; petroleum marketing; energy conservation; sulphur and by-products; fuels and fuel additives composition; fuel additives inventory; pollution control costs; fossil fuel resources; effects to health and environment. *Retrievability:* Files are arranged by name of individual, company, product.

DOE/EPS-235 *Formerly Identified as:* EC-470

### **Combustion Sources**

*Description:* Studies and surveys; questionnaires; analytical reports; also information on emissions and emission controls; investigations; abatement systems; guidelines; air quality measurement instruments. *Topics:* Interdepartmental programs; thermal power-fuel; thermal power-fuel processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance; air quality criteria; incinerators; incinerator investigations, studies and surveys; incinerators inventory; heating system; fuels; equipment and controls; heating systems inventory; research and development; special studies and projects; heating systems-federal activities.

DOE/EPS-240 *Formerly Identified as:* EC-480

### **Data Analysis**

*Description:* Information on air pollutants; emissions source categories; industrial questionnaires; studies and surveys and air pollution costs. *Topics:* Emission inventory; air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys-industrial; geographical; economy impact studies and surveys-pollutants; analytical concepts and methodology-statistical, economic.

DOE/EPS-245 *Formerly Identified as:* EC-490

### **Program Co-ordinator**

*Description:* Information on regulations development; monitoring of agreed implementation schedules, program evaluation and acid rain control strategies. *Topics:* Acts and legislation; regulations enforcement; federal/provincial programs; international activities; international organizations; intradepartmental activities; interdepartmental activities long range transport of air pollutants.

DOE/EPS-250 *Formerly Identified as:* EC-500

### **Surveillance**

*Description:* Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source testing procedures; studies, surveys and investigations; specific pollutants. *Retrievability:* Files are arranged by subject, location and specific pollutants.

DOE/EPS-255 *Formerly Identified as:* EC-510

### **Technology Development**

*Description:* Information on development and demonstration of pollution abatement technology (DPAT); instruction in air pollution control; pollution analysis and instrument testing. *Topics:* Development and demonstration of pollution abatement technology; APCD-sponsored courses; chemistry files. *Retrievability:* Files are arranged by subject and company.

DOE/EPS-260 *Formerly Identified as:* EC-520

### **Abatement and Compliance**

*Description:* Information on inventories of pollution services and cost of abatement; state of the art of pollution abatement by industry; regulations development; policy and technical advice on enforcement programs; technical audits of incentives programs; energy related

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studies. *Topics:* Paper fibre and allied products; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; food and allied industries; municipal waste and miscellaneous industries; power generation; marine pollution; legal services; pulp and paper modernization program. *Retrievability:* Files are arranged by company, product.

DOE/EPS-265 *Formerly Identified as:* EC-530

### Technology Development

*Description:* Information on development and demonstration of waste water pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; wastewater technology. *Retrievability:* Files are arranged by company.

DOE/EPS-270 *Formerly Identified as:* EC-540

### Water Pollution Programs

*Description:* Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; Arctic water programs co-ordination; program evaluation; interservice and interagency program co-ordination; program planning and development. *Topics:* Program co-ordination and evaluation; coastal zone; data management and analysis.

DOE/EPS-275 *Formerly Identified as:* EC-550

### Contaminants Control

*Description:* Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose a significant threat to human health and environment; reviewing pesticide registrations; and co-ordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical elements compounds; *Environmental Contaminants Act*; toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; mandatory reporting; automated information system; pesticides-control programs, registration, re-evaluation, research and trade information, research permits, compendium, non-chemical, mercury program. *Retrievability:* Files are arranged by subject, company and product.

DOE/EPS-280 *Formerly Identified as:* EC-560

### Waste Management

*Description:* Inventory of commercial and industrial solid wastes; technology development; studies and surveys; handling, storage and disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulations development. *Topics:* Wastes and types; waste material management and disposal; committees; systems; collection; handling; waste management systems — disposal; state of the art; resource recovery and reclamation, materials; information and training; solid waste information retrieval system, inventory; guidelines and codes of practice; consultation services; technical evaluation; solid waste projects and development; area studies; equipment development; process development; taxes and incentives; waste nature and behavior projects; resource recovery — economic and marketing; technical capabilities. *Retrievability:* Files are arranged by subject, company and project.

DOE/EPS-285 *Formerly Identified as:* EC-570

### Environmental Emergency

*Description:* Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental emergency teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis-prediction,

research and development projects; information. *Retrievability:* Files are arranged by individual environmental accidents.

DOE/EPS-290 *Formerly Identified as:* EC-580

### Planning, Assessment and Policy

*Description:* Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development; operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socioeconomic program; socioeconomic impact analysis — *Clean Air Act, Environmental Contaminants Acts, Fisheries Act*. *Retrievability:* By subject.

DOE/EPS-295 *Formerly Identified as:* EC-590

### Federal Activities Assessment

*Description:* Information on the evaluation of federally funded pollution control projects; demonstrating of pollution control technology at federal facilities; surveillance and monitoring programs for federal projects; environmental impact assessment of uranium refineries and radioactive waste facilities; and guidelines for radiation control programs. *Topics:* Federal activities projects; clean-up program; methods, techniques and refinements; federal government marine activities; Vessel Pollution Abatement Program; shore reception facilities; nuclear programs, projects, organizations. *Retrievability:* Files are arranged by company.

DOE/EPS-300 *Formerly Identified as:* EC-600

### Toxic Chemical Management

*Description:* Information on the toxic chemical management program. *Topics:* Toxic chemical management centres; regional operations; program research; pesticides; radionuclides; environment measurement.

DOE/AES-310 *Formerly Identified as:* EC-820

### Research Management and Policy

*Description:* Meteorological, atmospheric, air quality, ice in navigable waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature — decisions and large scale agreements; training for research and grants for research outside the federal government which support the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting-out of federal research and development. *Topics:* Agreements, treaties, studies, projects, federal activities, committees, plans and programs, fellowships, training and development, grants, unsolicited proposals, contracting, technology transfer. *Retrievability:* Files are located at 4905 Dufferin St., Downsview, Ontario.

DOE/AES-315 *Formerly Identified as:* EC-830

### Air Quality Research Projects

*Description:* Information on research dealing with the quality of air. *Topics:* Field studies, wind energy, LRTAP Programs (Acid Rain), federal-provincial co-operative projects, IFYGL, Alberta Oil Sands, hazardous and toxic chemicals, air quality assessment processes, regional and international studies of meteorological potential for air pollution, boundary layer processes, experiments, analyses, scientific papers, program planning and international co-operation, air quality sampling, siting, analytical methodology for ambient atmospheres, workspace atmospheres and instream emissions.

DOE/AES-320 *Formerly Identified as:* EC-840

### Atmospheric Research

*Description:* Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy. Activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of cloud



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and precipitation and in the detection of precipitation by weather radar; research conducted into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments and development of new solar radiation instrumentation and development of specialized solar radiation database. *Topics:* Weather Modification Policy, Agreement (with U.S.) and Co-operative projects; WMO PEP program, weather radar and cloud physics, ozone instruments, World Ozone Data Centre, stratospheric pollution, solar radiation.

DOE/AES-325 *Formerly Identified as:* EC-850

### **Atmosphere — High Atmospheric Vehicles**

*Description:* Information on weather ice and other related environmental satellite research and development, ground receiving stations, data processing and distribution, and related hardware, instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar satellite combined system; wind tunnel experiments, related field experiments and wind engineering. *Topics:* Canadian space policy, repairs of satellite receivers; high atmosphere vehicles, satellite data lab operations, satellite meteorology research and development projects (TOVS, RAINSAT, ICE STATUS), Aeromet Facility, Rockcliffe STOL project; Meso-met Network, data collection platforms; GOES Wind Energy Field Studies; radar satellite system; ICS Submission; AES Satellite Program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance.

DOE/AES-330 *Formerly Identified as:* EC-860

### **Communications — Facsimile**

*Description:* Information on Satellite Data Laboratory Operations.

DOE/AES-335 *Formerly Identified as:* EC-870

### **Contracts**

*Description:* Information on contracts for satellite systems; also contracts for satellite research and development — TOVS, RAINSAT, ICE STATUS. *Retrievability:* Files are arranged by subject and company.

DOE/AES-340 *Formerly Identified as:* EC-880

### **Ice Observing Programs — Reconnaissance**

*Description:* Information on verification of satellite data.

DOE/AES-345 *Formerly Identified as:* EC-890

### **Instruments**

*Description:* Information on Aeromet Facility Instrumentation.

DOE/AES-350 *Formerly Identified as:* EC-900

### **Meteorology Aviation**

*Description:* Information on the Rockcliffe STOL Project.

DOE/AES-355 *Formerly Identified as:* EC-910

### **Marine Meteorology**

*Description:* Information on TOVS.

DOE/AES-360 *Formerly Identified as:* EC-920

### **Meso-meteorology**

*Description:* Information on the Meso-met Network. *Topics:* Operation; data.

DOE/AES-365 *Formerly Identified as:* EC-930

### **Meteorology Training**

*Description:* Information on satellite meteorology.

DOE/AES-370 *Formerly Identified as:* EC-940

### **Projects — AES HQ**

*Description:* Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies investigations.

DOE/AES-375 *Formerly Identified as:* EC-950

### **Radar**

*Description:* Information on the MOT Radar and Satellite System.

DOE/AES-380 *Formerly Identified as:* EC-960

### **Satellites**

*Description:* Information on satellite programs. *Topics:* Cost recovery; staffing the SKL; ICS Submission; AES Satellite Programs; SDL Operations; NOSS; SURSAT.

DOE/AES-385 *Formerly Identified as:* EC-970

### **Weather Service**

*Description:* Information on RAINSAT.

DOE/AES-390 *Formerly Identified as:* EC-980

### **Weather Service — Air Transportation**

*Description:* Information on MOT Radar and Satellite System.

DOE/AES-395 *Formerly Identified as:* EC-990

### **Wind Tunnel (AES)**

*Description:* Information on wind tunnel experiments, operations and maintenance.

DOE/AES-400 *Formerly Identified as:* EC-1000

### **Projects Research AES Headquarters**

*Description:* Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research.

DOE/AES-405 *Formerly Identified as:* EC-1010

### **Contracts**

*Description:* Information on contracts for ice, oil spills on water and sea state models. *Retrievability:* Files are arranged by subject and company.

DOE/AES-410 *Formerly Identified as:* EC-1020

### **Ice**

*Description:* Information on regional ice models.

DOE/AES-415 *Formerly Identified as:* EC-1030

### **Oil and Gas Exploration and Development**

*Description:* Information on oil spill trajectories, freezing spray, ice and sea state models.

DOE/AES-420 *Formerly Identified as:* EC-1040

### **Project — HQ**

*Description:* Information on the development of forecast methods and techniques for AES forecast systems (including models — numerical, statistical). *Topics:* Weather prediction methodology; snow squall modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations.

DOE/AES-425 *Formerly Identified as:* EC-1050

### **Telecommunications**

*Description:* Operational, alpha-numeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts, installations, procedures, traffic; teletype contracts, installations, procedures, traffic; computer aspects.

DOE/AES-430 *Formerly Identified as:* EC-1060

### **Forecast Procedures**

*Description:* Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs.



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DOE/AES-435 *Formerly Identified as:* EC-1070

### **Weather Services**

*Description:* Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets.

DOE/AES-440 *Formerly Identified as:* EC-1080

### **Data Acquisition**

*Description:* Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network. *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies.

DOE/AES-445 *Formerly Identified as:* EC-1090

### **Forecast**

*Description:* Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850, 700 and 500 mb levels from 1957 to date; historical data; verification statistics. *Storage Media:* Computer files — grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms.

DOE/AES-450 *Formerly Identified as:* EC-1100

### **Observations**

*Description:* Observed data, hemispheric surface synoptic reports. *Storage Medium:* Coded forms.

DOE/AES-455 *Formerly Identified as:* EC-1110

### **Climatology**

*Description:* Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; Climatic change. *Storage Media:* Microfilm, magnetic tape.

DOE/AES-460 *Formerly Identified as:* EC-1120

### **Hydrometeorology**

*Description:* Information on development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological

projects; investigations, research, studies and surveys; wind wave studies, evaporation. *Storage Medium:* Magnetic tape.

DOE/AES-465 *Formerly Identified as:* EC-1130

### **Ice Information, Consultation and Advice**

*Description:* Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance).

DOE/AES-470 *Formerly Identified as:* EC-1140

### **Communications — Computing Services**

*Description:* Information on communications and communications-programming.

DOE/AES-475 *Formerly Identified as:* EC-1150

### **Meteorology Training**

*Description:* Information on professional training, development, technical training in meteorology.

DOE/AES-480 *Formerly Identified as:* EC-1160

### **Data Acquisition Networks**

*Description:* Information on atmospheric environment operations, overall policy, operational performance, procedures and standards.

DOE/AES-485 *Formerly Identified as:* EC-1170

### **Instruments and Instrument Systems**

*Description:* Information on instruments; general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind.

## **Deleted Classes of Records**

The following classes of records can now be found within the Department of Agriculture.

- EC-610 Forestry Subvention Program
- EC-620 International Forestry Relations
- EC-630 Forestry Initiatives and Relations
- EC-640 Identification of Problems and Opportunities
- EC-650 Assessment and Interpretation
- EC-660 Forestry Statistics and Systems
- EC-670 Tree Seed Research
- EC-680 Reforestation
- EC-690 Genetics
- EC-700 Tree Growth Research
- EC-710 Management Systems for Production Forestry
- EC-720 Forest Fire Research
- EC-730 Insects and Diseases
- EC-740 Spruce Budworm Research
- EC-750 Land Rehabilitation
- EC-760 Effects of Forestry Practices on the Environment
- EC-770 Forest and Plant Ecology
- EC-780 Management Methods for Amenity Forests
- EC-790 Integrated Programs
- EC-800 Forest Insect and Disease Survey and Services
- EC-810 Public Awareness

# **EXPORT DEVELOPMENT CORPORATION**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 41**

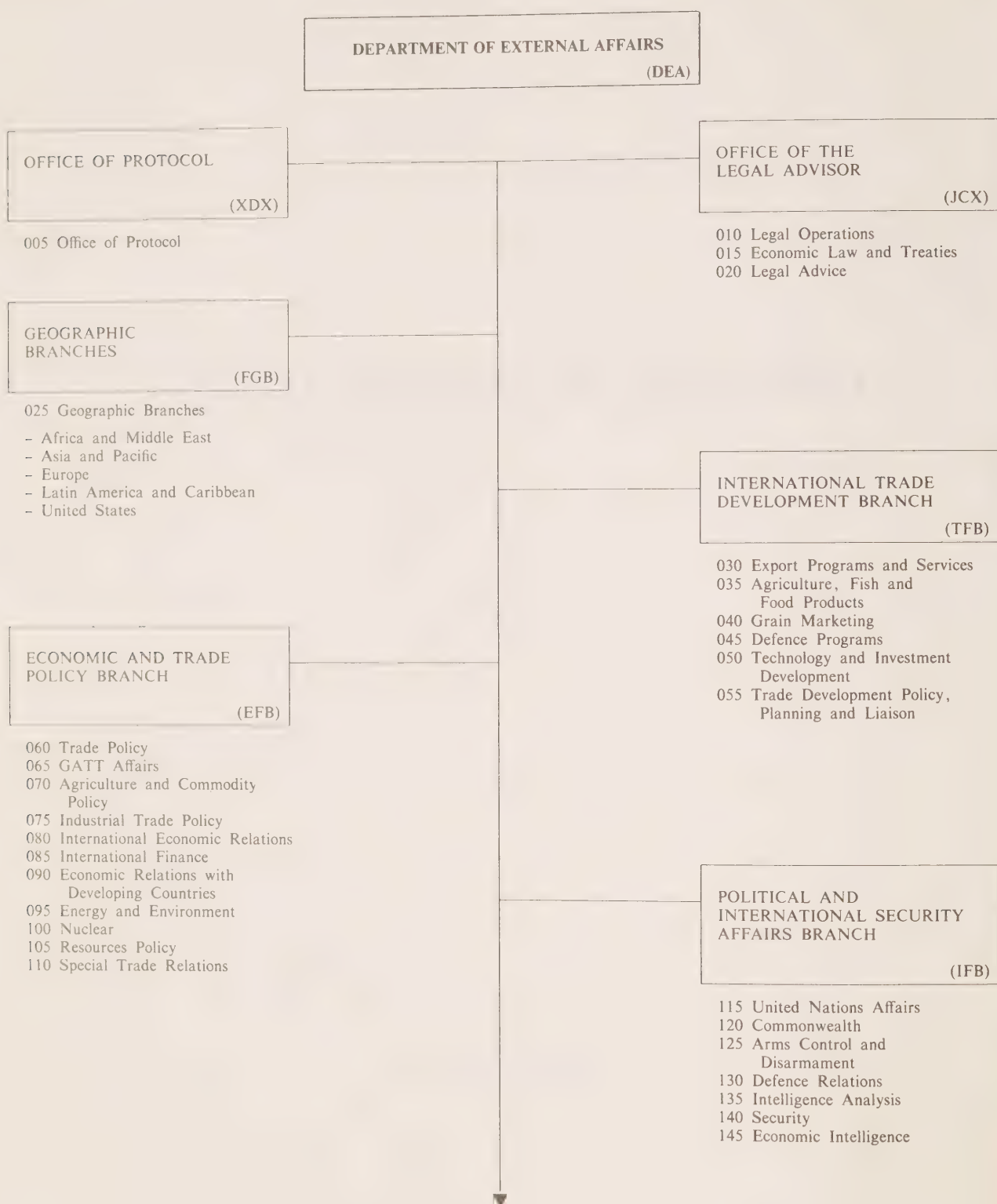




# **DEPARTMENT OF EXTERNAL AFFAIRS**

## **Chapter 42**

# DEPARTMENT OF EXTERNAL AFFAIRS



## DEPARTMENT OF EXTERNAL AFFAIRS

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ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
DEPARTMENT OF EXTERNAL AFFAIRS  
LESTER B. PEARSON BUILDING  
TOWER A, MAIN FLOOR  
125 SUSSEX DRIVE  
OTTAWA, ONTARIO  
K1A 0G2



# DEPARTMENT OF EXTERNAL AFFAIRS

## Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire, and with foreign states. It was placed under the Secretary of State, with an Under-Secretary of State for External Affairs ranking as the permanent deputy head of the Department. In 1912, amending legislation placed External Affairs under the jurisdiction of the Prime Minister where it remained until 1946, when a separate Secretary of State for External Affairs was appointed. In 1981, the foreign operations of the Immigration Service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional Cabinet Ministers, a Minister for International Trade and a Minister for External Relations, have been appointed. The new *Department of External Affairs Act* came into force on December 7, 1983.

## Laws and Regulations

The Secretary of State for External Affairs is responsible for the following statutes:

- Department of External Affairs Act, 1983 c. 167
- Asia-Pacific Foundation of Canada Act, SC 1984, c. 12
- Canadian Commercial Corporation Act, RSC 1970 c. C-6
- Canadian Institute for International Peace and Security Act, SC 1984, c.37
- Cultural Property Export and Import Act, 1974-75-76, c. 50
- Diplomatic and Consular Privileges and Immunities Act, SC 1976-77, c. 31
- Export Development Act, RSC 1970, c. E-18
- Export and Import Permits Act, RSC 1970, c. E-17
- Food and Agriculture Organization of the United Nations Act, RSC 1970, c. F-26
- Fort Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Geneva Conventions Act, RSC 1970, c. G-3
- International Boundary Waters Treaty Act, RSC 1970, c. I-20
- International Development (Financial Institutions) Assistance Act, SC 1980-81-82, c. 73
- International Development Research Centre Act, RSC 1970, c. 21 (First Supplement)
- Meat Import Act, 1980-81-82, c. 82
- Privileges and Immunities (International Organizations) Act, RSC 1970, c. P-22
- Privileges and Immunities (North Atlantic Treaty Organization) Act, RSC 1970, c. P-23
- Prohibition of International Air Services, SC 1980-81-82, c. 61
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Skagit River Valley Treaty Implementation Act, SC 1984, c.11
- State Immunity Act, SC 1980-81-82-83, c. 95
- Territorial Sea and Fishing Zones Act, RSC 1970, c. T-7 as amended by RSC 1970, c. 45 (First Supplement) and RSC 1970, c. 14 Section 31, Item 9 (Second Supplement)
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, SC 1948, c.71
- Treaties of Peace (Japan) Act, SC 1952, c. 50
- United Nations Act, RSC 1970, c. U-3

## Overall Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are: to ensure the effective representation of Canada in other countries and to international organizations including close contact, communication and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; to evaluate information about political, economic and other developments likely to affect Canada's interest; to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; and to provide protection and assistance to Canadian citizens abroad.

Autonomous agencies reporting to Parliament through the Secretary of State for External Affairs include the Foreign Claims Commission, the International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency, the International Development Research Centre, the Asia-Pacific Foundation and the Canadian Institute for International Peace and Security. With the restructuring of the Department, the Export Development Corporation and the Canadian Commercial Corporation have been added, and ministerial responsibility for these corporations has been delegated to the Minister for International Trade.

## Publications

The following manuals are of general interest and use in the Department. Others are listed below under various bureaus.

- Manual of Procedures — containing administrative procedures for headquarters
- Manual of Regulations
- Supplement Number 4 to the Manual of Regulations (Foreign Service Directives)
- Manual of Post Administration — provides administrative procedures for the guidance of posts abroad

## Key Contacts

Information on the Department and Canada's external relations can be obtained from several units of the Department.

For general information contact

Department of External Affairs  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

### Library (with reading room facilities)

Main Floor, Pearson Building  
Telephone: (613) 992-6150

### Trade Information Centre

Main Floor, Pearson Building  
Telephone: (613) 993-6435 or 1-800-267-8376

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An extensive list of publications on external relations including trade can be obtained free by communicating with this Division.

### Domestic Information Services Division

C-2, Pearson Building  
Telephone: (613) 996-9134

### Press Office

C-5, Pearson Building  
Telephone: (613) 995-1874

### Historical Division

Place du Centre, 5th Floor  
200 Promenade du Portage  
Hull, Québec  
Telephone: (819) 994-3155

## Organization

Department headquarters in Ottawa supervises regional passport offices in Canada and missions abroad bearing different names and performing varying functions. Within Canada, the regional offices of the Department of Regional Industrial Expansion (DRIE) support the export promotion program of the Department.

The Department in Ottawa is organized into the Office of the Under-Secretary of State for External Affairs and 12 branches, each under an assistant deputy minister, which supervise the work of the Department on a geographic, functional or administrative basis. Each branch is divided into two or more bureaus, each under a director general. The bureaus in turn are separated into divisions, each under a director.

### Office of the Under-Secretary

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and objectives. He or she is assisted by two deputy ministers, one to handle international trade, and the other, foreign political affairs; and by 12 assistant deputy ministers who have responsibility for the different branches of the Department. (See departmental organization chart.) There are also two special ambassadors based in Ottawa, one for disarmament and the other for multilateral trade regulations.

### Press Office

This unit is headed by a director who serves as official spokesman to the media for the Ministers and the Department. The director provides the official position on foreign policy and international trade questions. Besides answering questions from journalists and handling the Department's day-to-day press relations, the office arranges general press conferences for ministers, at home and abroad, and special briefings by departmental officials on complex subjects. It issues press releases for the Department and Ministers containing formal announcements of the Department and texts of statements and speeches by ministers. It assists Canadian journalists going abroad on assignment and makes arrangements for journalists accompanying ministers when they visit other countries or attend international conferences. It also organizes programs for members of the press accompanying foreign leaders on official visits to Canada.

### Missions Abroad

The *Department of External Affairs Act* defines "head of mission" in broad terms. There are at present 60 ambassadors resident abroad, 18 high commissioners to Commonwealth countries, 24 consuls-general, one commissioner and eight resident heads of mission to international organizations. There are also three small embassy offices with non-resident ambassadors, giving a total of 114 posts abroad, a figure which may vary slightly from time to time. Many ambassadors and high commissioners are doubly accredited, which adds 75 more countries to the list of those where Canada is represented. There are, in addition, 23 honorary consuls in cities with no other resident representative of Canada. Full details may be found in the publication *Canadian Representatives Abroad*, issued annually. Just over one hundred countries have diplomatic missions in Ottawa and another 25 have non-resident accreditation. Many countries have consulates in principal cities throughout Canada. The departmental booklet *Diplomatic, Consular, and Other Representatives in Canada* is also issued regularly.

### International Organizations

Canada has permanent missions to international organizations. There are missions to the United Nations (UN) in New York and in Geneva, the latter also accredited to the Secretariat of the General Agreement on Tariffs and Trade (GATT) and to the five UN specialized agencies located there. There are permanent representatives to the UN Industrial Development Organization (UNIDO) and to the International Atomic Energy Agency (IAEA), both in Vienna; to the UN Centre for Human Settlements (HABITAT) and to the UN Environment Program (UNEP), both in Nairobi; and to the Food and Agriculture Organization (FAO) in Rome. There is also a permanent delegation to the UN Educational, Scientific and Cultural Organization (UNESCO) in Paris.

There are permanent missions to the North Atlantic Treaty Organization (NATO) in Brussels; to the European Communities (EC), also in Brussels; to the Organization for Economic Co-operation and Development (OECD) in Paris; and the Organization of American States (OAS) in Washington. There are delegations to the Mutual and Balanced Force Reduction Talks (MBFR) in Vienna and to the Conference on Disarmament in Europe (CDE) in Stockholm. In Canada, there is a representative to the International Civil Aviation Organization (ICAO) with headquarters in Montréal.

### Access Procedures

Formal requests for information under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator  
Department of External Affairs  
Lester B. Pearson Building  
Tower A, Main Floor  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2  
Telephone: (613) 992-1425 or (613) 992-9273

Requests submitted to posts abroad under the *Access to Information Act* will be referred to this unit in Ottawa.

### Office of Protocol

The Chief of Protocol through the Office of Protocol handles the accreditation and appointment of foreign diplomatic and consular representatives to Canada, and that of Canadian heads of diplomatic



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and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities, respecting both foreign representatives in Canada and Canadian representatives abroad. The Chief of Protocol is the principal liaison between the Department and the Diplomatic Corps accredited to Canada. The office plans, organizes and manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad of the Governor General, the Prime Minister, the Secretary of State for External Affairs, the Minister for International Trade and the Minister for External Relations. In addition, the office organizes, arranges, and manages official hospitality functions for the Ministers and senior officials of the Department.

### Manuals

- Manual of Visits Procedures

### Office of the Legal Advisor

The Legal Advisor provides advice to the Under-Secretary on matters of international law to ensure that in the conduct of international relations, full account is taken of existing and emerging principles of international law.

The Legal Affairs Bureau is divided into three areas: the Legal Operations Division handles UN and other multilateral legal issues, peace and security law, the law of the sea, maritime boundaries, environmental and fisheries law, and humanitarian law; the Economic Law and Treaty Division provides advice on subjects such as investment, energy, transport and communications, intellectual property, extraterritoriality, science and technology, and trade agreements and is also concerned with the protection of the property interests of Canadian citizens abroad, including claims arising from the take-over of property by foreign governments; the Treaty Section covers treaty interpretation and the formal aspects of their negotiation, signature, registration, and custody (information on the status of bilateral or multilateral treaties to which Canada is a signatory or party, and copies of these treaties, in English or French, may be obtained from this section); the Legal Advisory Division provides services on private international law such as the authentication of Canadian certificates and documents, and advice on the federal-provincial aspects of Canada's international relations, sovereign immunity, recognition of states and governments, protection of Canadian citizens, and diplomatic and consular privileges and immunities.

The bureau also houses an extensive library on international law and contains a unit to give advice on domestic law questions.

### Geographic Branches

For the conduct of external relations, the world has been divided into five geographic regions, each constituting a branch under an assistant deputy minister. These are Africa and the Middle East; Asia and the Pacific; Europe; Latin America and the Caribbean; and the United States. Each branch is divided into sub-regional bureaus, with further separation into divisions. The responsibilities and activities of the Geographic Bureaus have much in common and are best described together.

Each bureau is responsible for the management and co-ordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in their area, their guidance and instruction, and the provision and allocation of resources to them. Under the *Department of External Affairs Act*, a head of mission, as defined, has the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The work of the Geographic Bureaus is distributed among three types of divisions — relations divisions, trade development divisions and programs divisions. The relations divisions handle bilateral political

and economic relations; country, sub-regional and regional analysis and policy; and, where appropriate for Third World countries, aid relations. All the trade development divisions handle export promotion; most of them deal in tourist promotion in conjunction with Tourism Canada, fairs and missions; and some are concerned with investment development. The trade development divisions are the main point of contact for the business community. The programs divisions are concerned with immigration and, in some cases, refugees and family reunification; cultural and academic relations; public affairs including information activities; and the management of visits to and from the area in question.

The structure of the two United States bureaus differs somewhat from that of the other bureaus, as they handle a large number of additional issues and problems. Some of these are of a transboundary character, such as waterways, pollution, the export of energy, trucking, broadcasting and the work of the International Joint Commission and of the International Boundary Commission.

To learn who is the "desk" officer, or the person responsible for a particular country in the field of trade promotion, general relations or programs, the director general of the bureau concerned should be contacted.

### International Trade Development Branch

#### Export Programs and Services Bureau

The bureau is the central point in the Department for the planning, co-ordination and evaluation of federal government policies, programs and initiatives related to export development and promotion. It is responsible for a comprehensive export development strategy providing direction and program support to the Canadian export community.

The Export Finance Division is principally responsible for ensuring that the export financing facilities available to the Canadian business community remain accessible and competitive. It is concerned with all aspects of export credit financing, including discussions in international bodies. The division participates in decisions affecting the Export Development Corporation, the Canadian Commercial Corporation and the Canadian International Development Agency to ensure that their resources are used effectively to further Canadian trade objectives. It takes initiatives related to Canadian procurement in capital projects financed by the World Bank and the regional development banks.

The Program for Export Market Development (PEMD) is designed to help develop and increase the export of Canadian goods and services by sharing with private enterprises the financial risks of entering into new foreign markets. Assistance is based on a sharing of agreed export marketing costs to a maximum of 50%, with the Crown contribution being repayable if the activity is successful.

The Fairs and Missions Division is responsible for financing participation in trade fairs and for outgoing and incoming missions, including visits to Canada by foreign buyers and government trade delegations. It conducts evaluation studies on the results or performance of participation in fairs and trade missions.

The Export Information Division is responsible for developing and implementing, in close collaboration with other trade development sections of the Department, export awareness initiatives, such as the Export Trade Month and the Export Awards Program, as well as responding to general trade enquiries. It operates the trade information centre on the main floor of the Pearson Building, called Info Export.

The Trading House and Countertrade Division provides a responsibility centre within the Department for the activities and interests of trading houses — companies specializing in the exporting, importing and third-country trading in goods and services provided by



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others. The division is also responsible for providing support and information to exporters on questions related to countertrade — the barter arrangements by which imported goods are paid for with goods of local production.

The Transportation Division is the departmental focal point for industry development, policies, and issues pertaining to transport in several forms. It advises on and conducts bilateral and multilateral relations in the development and implementation of air transport policy and in this regard supports the Chief Air Negotiator, who is appointed by the Minister of Transport and the Secretary of State for External Affairs. The division ensures consideration of Canadian trade and international relations factors in the development of policies on shipping, surface, and multimodal transport. It handles the departmental interest in the International Civil Aviation Organization (ICAO), with headquarters in Montréal, and the International Maritime Organization (IMO) in London.

### Manuals

- Promotional projects program

### Agriculture, Fish and Foods Bureau

This bureau provides programs and services specifically adapted to the needs of agri-food and fish exporters, to enhance their contribution to Canada's trade performance. Programs and services include identifying buyers for Canadian products; trade counselling and assistance in development of export marketing plans; market research for agriculture and fish products in key market areas; providing trade leads to exporters; and sponsorship of specialized seminars, missions and trade fairs. The bureau also provides financial assistance, under the special Food and Fish program for export market development (PEMD), to reduce the risks associated with moving into new market areas. The bureau's specialists keep track of trade barriers in the sector to ensure that Canadian business interests are well represented in international trade negotiations.

### Grain Marketing Bureau

This bureau co-ordinates and carries out trade development activities and contributes to the development of trade policy for grains and oilseeds products. It has close relations with various Crown agencies, quasi-governmental bodies involved in the grain industry, and the private grain trade. It administers the grains and oilseeds program and, in conjunction with the Departments of Agriculture and Transport, it provides support through the Special Advisory Group on Grains to the Minister responsible for the Canadian Wheat Board. The primary objective of the bureau is to encourage sustained and orderly growth in the production, processing and marketing of grains, oilseeds and their products.

### Defence Programs Bureau

The bureau is responsible for the development and management of defence equipment and selected high technology export trade on a worldwide basis. It identifies and evaluates the defence and related export trade opportunities, and promotes policies and strategies to exploit such opportunities. It handles defence production sharing arrangements and agreements with allied and friendly countries.

The Overseas Division is responsible for export market development for Canadian defence and related equipment, in all foreign markets except the United States. This includes NATO defence sharing and bilateral agreements with foreign governments. The United States Division handles export market development for defence equipment in the United States, and the management of the defence production sharing arrangements between the two countries. The Project Marketing Division is responsible for worldwide export marketing promotion for major defence and high technology products. There is

also a section for market research and analysis, which provides statistical and other support for the expansion of defence equipment exports.

### Technology and Investment Development Bureau

The bureau provides a departmental focal point for participation in policy development in the areas of science, technology, space and communications, and foreign investment. It is a co-ordinating point for the management of international programs related to these subject areas and deals with other interested government agencies. The bureau helps staff Canadian delegations to bilateral and multilateral meetings on these subjects, and works with provincial governments and private sector organizations in both policy and program activities.

### Trade Development Policy, Planning and Liaison Bureau

The three divisions of this bureau are designed to provide leadership in trade development matters. The Trade Development Policy Planning Division sets up general trade development objectives, formulates export marketing policies and strategies, and assesses trade development functions and the delivery of programs. It provides advice on the allocation of departmental resources in relation to trade development objectives. The Trade Development Liaison Division is the focal point for the Department's relationship with the private sector, the provinces and other departments with regard to trade development matters. The division formulates strategies of communication and consultation and provides support to the Ministers and senior management of the Department in these matters. It provides the secretariat for the Export Trade Development Board, which advises the Minister of International Trade on export trade policies and programs. The Trade Development Market Research Division does analyses of the export market on the basis of sectors, including market research related to the Defence Industry Productivity Program.

### Economic and Trade Policy Branch

#### Trade Policy Bureau

The Trade Services and General Policy Division is responsible for the development and review of general trade policy, including import policy. This includes the commercial policy aspects of economic summits, quadrilateral trade meetings, the United Nations Conference on Trade and Development (UNCTAD), and the Organization for Economic Co-operation and Development (OECD). The division is also responsible for trade policy issues respecting services, and it handles the Canadian interest in the generalized system of preferences (GSP).

The GATT Affairs Division is responsible for the overall co-ordination and management of Canada's participation in the General Agreement of Tariffs and Trade (GATT) and its subsidiary agreements. This calls for safeguarding and improving access to foreign markets on the basis of the rights and obligations under GATT, including in some instances the use of its dispute settlement machinery.

The Agriculture and Commodity Policy Division covers the international aspects of agricultural trade policy, particularly those involved in the multilateral institutions of OECD, GATT and the Food and Agriculture Organization (FAO). Its responsibility for international commodity agreements and arrangements includes negotiations related to Canada's participation in these and the ongoing involvement in the councils and other bodies charged with the management of the agreements.

The Industrial Trade Policy Division is responsible for international

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aspects of industrial policy in the context of Canada's trading relations and obligations. It gives special attention to sectors such as transportation equipment, including automobiles; capital and consumer goods; pharmaceutical and health care products; and to domestic industrial policy issues related to Canada's international trade.

### Economic Policy Bureau

The bureau is responsible for the co-ordination and development of policy on international economic issues and the advancement of Canadian economic interests in the international sphere. The International Economic Relations Division examines the worldwide economic situation and deals with the broader aspects of economic issues in meetings such as the Economic Summits and OECD ministerial meetings. It covers the general economic and trade aspects of east-west relations. The International Financial and Investment Affairs Division has the principal responsibility within the Department for questions of international finance, monetary matters, the International Monetary Fund (IMF), international banking and debt issues, industrial and intellectual property covered by patents and copyright, competition policy, Canadian foreign investment policy (Investment Canada), investment issues dealt with in international bodies, and the treatment and conduct of multinational enterprises.

The Economic Relations with Developing Countries Division has the general responsibility within the Department for Canada's policy on development assistance and for the north-south dimension of international economic relations. This includes the co-ordination of Canada's participation in multilateral discussions on economic relations with developing countries in such forums as the World Bank, other development banks of a regional character, the United Nations including UNIDO and UNCTAD, the World Food Program, other international agricultural agencies, and the Development Assistance Committee (DAC) of OECD.

### Energy, Resources and Environment Bureau

The Energy and Environment Division seeks to ensure that international policy considerations are taken into account in determining domestic policies and programs in the energy and environment sectors. It works closely with those interested in the export of energy (such as oil and gas) in order to exploit energy trade opportunities, and it manages Canada's international energy relationships. On the environment side, the division co-ordinates Canada's involvement in international issues and is the focal point for policy and technical expertise covering the broad spectrum of environmental questions. It provides support to the geographic sections in the management of bilateral environmental issues. The division is also responsible for Canadian participation in international organizations, notably the UN Environment Program (UNEP).

The Nuclear Division is responsible for the development and implementation of nuclear export policy, including Canada's non-proliferation policy. Its activities include the negotiation and carrying out of Canada's support for the Non-Proliferation Treaty, and relations with other countries in the nuclear policy field. The division works with Canada's nuclear industry, both uranium and reactor, in export activities; and co-ordinates Canadian participation in the International Atomic Energy Agency (IAEA) and the OECD/Nuclear Energy Agency.

The Resources Policy Division is concerned with the development of domestic policies in the resources sector to ensure that full advantage is achieved in the multilateral trade framework. It covers coal and petrochemicals, metals and minerals, and forest products.

### Special Trade Relations Bureau

This bureau is responsible for the development, implementation and administration of import and export control measures under the authority of the *Export and Import Permits Act* and Regulations.

Import Controls I Division handles textiles and clothing. It prepares recommendations to the government on special measures for protection against the disruptive effect of low-cost imports to the textile and clothing industries, handles bilateral export restraint arrangements, and undertakes unilateral action. It co-ordinates the Canadian position under the GATT arrangement regarding international trade in textiles (Multi-fibre agreement).

Import Controls II Division administers the import controls on certain agricultural goods, such as dairy and poultry products, to give effect to the government's supply management and price support policies. It also gives effect to special measures of protection on imports such as footwear, pursuant to injury findings under the *Special Import Measures Act*, and beef under the *Meat Import Act*.

The Export Controls Division is responsible for policy formulation and the administration of controls on exports of military, nuclear and strategic goods; and for the implementation of the government's national security, foreign policy and safeguards objectives. It co-ordinates positions on these either for individual permit applications or for presentation of Canadian views to the Co-ordinating Committee (COCOM), which co-ordinates views on the export of strategic equipment to Warsaw Pact countries and the People's Republic of China. The membership of COCOM includes the members of NATO (except Iceland and Spain) as well as Japan.

The divisions of the Special Trade Relations Bureau are supported by a data processing service that maintains and revises a computerized system of information, including the permits issued by customs brokerage offices across Canada. There are provisions for permit auditing and action on violations.

#### Manuals

- The Export and Import Permits Act Handbook
- The Handbook of Import Codes
- Notices to Exporters, Instructions
- Notices to Importers, Instructions

### Political and International Security Affairs Branch

#### Multilateral Affairs Bureau

This bureau co-ordinates Canada's general participation in the United Nations and most of the specialized agencies and institutions that form part of the UN system (see International Organizations in introductory section under Organization). It is thus responsible for delegations to the annual General Assembly of the UN and to other meetings and conferences. A special section deals with human rights in many aspects at the international level.

The Commonwealth Division co-ordinates Canada's multilateral relations with the countries of the Commonwealth, as well as the Commonwealth Secretariat in London, and the many Commonwealth official and non-governmental organizations. The most important conference for which it is responsible is the biennial meeting of the Commonwealth heads of government.

#### International Security and Arms Control Bureau

The Arms Control and Disarmament Division prepares policy on arms control and disarmament in close liaison with the Department of National Defence and other departments and agencies. It is



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responsible for guidance to the Canadian delegations to the various United Nations meetings on arms control and disarmament in New York and Geneva and related conferences, including the Stockholm Conference on Security, and Confidence-Building Measures and Disarmament in Europe. One section deals with the several aspects of nuclear weapons and disarmament; another is concerned with the control of conventional weapons, biological and chemical weapons, the reduction of military budgets and the economic aspects of disarmament. The division's public liaison section administers the Department's Disarmament Fund and offers public information. A Verification Research unit undertakes and commissions studies relating to the verification aspect of arms control and disarmament agreements.

The Defence Relations Division has the general task of co-ordinating and preparing policy proposals on the defence aspects of Canadian foreign policy. It is concerned with the political and defence policy facets of Canada's participation in NATO. It is also responsible for the formulation of Canadian policies on arms control in the east-west context, seeking balanced and verifiable reductions and limitations in the nuclear and conventional forces of members of NATO and the Warsaw Pact. A section deals with bilateral defence relations, in particular North American defence, including North American Aerospace Defence (NORAD) affairs. The head of the section is the Canadian secretary of the Permanent Joint Board on Defence. Another section is concerned with military training assistance to developing countries and Canada's involvement in international peacekeeping operations.

### Intelligence Analysis and Security Bureau

The Intelligence Analysis Division produces current and long-term intelligence assessments and liaises with other departments and governments for the exchange and dissemination of intelligence. An interview unit collects information about foreign countries which is not otherwise readily available from Canadian residents. The Security Division is responsible for the personal safety of the Department's personnel; for the security of property and documents, both in Ottawa and abroad; and for liaison with other departments and governments on national security questions involving foreign relations. The Emergency Preparedness Division's responsibilities include countermeasures to deal with international terrorism, contingency planning and crisis management. The last includes the Operations Centre, a focal point for special task forces formed to deal with serious crises.

### Economic Intelligence Bureau

The bureau makes intelligence assessments of foreign economic developments relevant to Canada's foreign policy interests. Its work is divided into three geographic divisions: Europe; Asia; and Africa, the Middle East and the western hemisphere.

### Social Affairs and Programs Branch

#### Cultural and Public Information Bureau

There are seven divisions in this bureau. The Academic Relations Division, in conjunction with the Geographic Programs Division, works to develop a sustained interest in Canada among members of the academic community outside Canada, especially in certain countries. The division encourages Canadian studies; manages some post-graduate awards for foreign nationals at Canadian universities; promotes the study of international relations at Canadian universities; and provides, each year, several foreign service visitors on Canadian campuses.

The Arts Promotion Division promotes tours abroad of Canadian performing artists, the exhibition of Canadian art, and participation

in film festivals. It is the point of contact in the Department for the cultural community. The Cultural Policy Division handles Canada's relations with the United Nations Educational, Scientific and Cultural Organization (UNESCO) and with other multilateral cultural institutions. It also deals with the international aspects of sports events, both at home and abroad.

The Historical Division collects and disseminates information on the Department's evolution and Canada's past foreign policy. It develops relations with those in the academic community who are interested in research work on foreign affairs and wish to have access to the Department's historical records.

Three information divisions have the task of supporting Canadian foreign policy objectives by making Canada known abroad, assisting trade promotion programs, and creating within Canada an understanding of the government's foreign policy and the activities of the Department. The Domestic Information Services Division fosters domestic awareness of Canada's foreign policy and answers enquiries from Canadians on external relations, including trade relations. The External Information Services Division determines policies and activities to support programs of public information undertaken by Canadian posts abroad and produces material in several languages on Canadian foreign policy and international trade for the different media. Some of the material is readily available in published form. The International Exhibitions Division handles Canadian participation in world exhibitions, the circulation of special exhibits, and is responsible for the international promotion of EXPO '86 in Vancouver.

#### Manuals

- Film Manual

### Immigration and Social Affairs Bureau

Since April 1981, the Department of External Affairs has been responsible for the delivery of the Immigration Program abroad. The Canada Employment and Immigration Commission (CEIC) sets overall policy and administers the *Immigration Act* and the immigration program in Canada. The Immigration Affairs Division provides guidance to posts abroad on the delivery of the Immigration Program while the Social Affairs Division has a comparable responsibility for the Refugee Program. As explained above, the programs divisions in the geographic bureaus are responsible for the day-to-day management of immigration programs in the countries of their regions. There are visa sections located in many Canadian missions abroad that handle the selection and processing of immigrants and visitors.

Two Consular Divisions — Policy and Operations — are responsible for the protection of and assistance to Canadian citizens abroad who encounter difficulties or require government services. In some countries there are honorary consuls to assist Canadians. Contingency planning for emergency situations and advice on avoiding pitfalls is given to Canadian travellers. Consular conventions and agreements have also been made with some countries, as have agreements for the transfer of offenders. The Social Policy and Programs Division is responsible for refugees and humanitarian assistance and for the international aspects of social issues such as the advancement of women, use of drugs, crime, indigenous people and population questions.

#### Manuals

- Immigration Manual (Selection and Control)
- Immigration Manual (Legislation)
- Immigration Manual (Examination and Enforcement)
- Manual of Consular Instructions



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## Federal-Provincial Co-ordination and Francophone Affairs Bureau

The Division for Federal-Provincial Co-ordination is responsible for developing policies and procedures to ensure that the international interests of the provinces are compatible with the conduct of Canada's foreign relations. It seeks to co-ordinate the activities abroad of the federal and provincial governments and maintains close contact with provincial officials; it co-ordinates provincial participation in international conferences in fields such as education; and it is involved in visits abroad by provincial authorities and by foreign dignitaries to the provinces.

The Francophone Affairs Division co-ordinates Canada's multilateral relations with French-speaking countries in relevant matters, especially through the Agence de coopération culturelle et technique (Agency for Cultural and Technical Co-operation) with headquarters in Paris. It also arranges participation in French-speaking conferences on education, youth and sports, and liaises with non-governmental francophone associations.

## Administration Branch

This branch serves the Department in Ottawa and Hull and the missions throughout the world through five bureaux.

## Passport Bureau

The bureau issues passports to Canadian citizens in Canada. The main passport office in Hull has a public counter and there is also one at headquarters in the Pearson Building in Ottawa. There are 16 regional offices: Calgary, Edmonton, Fredericton, Halifax, Hamilton, London, Montréal, Québec, St. John's, Saskatoon, Toronto, North York (Toronto), Vancouver, Victoria, Windsor and Winnipeg. Passport services are provided abroad at Canadian diplomatic missions and consulates.

The Passport Bureau also issues Certificates of Identity and United Nations Refugee Convention travel documents to non-Canadian legal residents and those currently living in Canada who are eligible to receive them.

### Manuals

- Passport Office Administrative Procedures Manual
- Passport Office Handbook of Examining Practices
- Passport Policy Manual
- Passport Office Operating Procedures Manual

## The Finance and Management Services Bureau

This Bureau directs the Department's expenditure accounting operations at home and abroad; designs, develops and operates the Department's financial planning and analysis system including the preparation and presentation of the departmental budget estimates; and plans and provides a range of management services at headquarters and posts abroad including designing and implementing computer systems and providing computer services.

### Manuals

- Manual of Financial Management
- Post Administration Diary

## The Communications and General Services Bureau

This bureau manages the records system at headquarters and advises on records management activities at posts. Among other services it gives support to the retrieval of records for the Department's obligations under the Access to Information and Privacy Acts. The

Telecommunications Division provides a worldwide network for communications between government departments and agencies and representatives abroad. It operates the diplomatic courier services and a telephone program for missions abroad.

Library Services operates the main library on the ground floor of the Pearson Building for the Department's use and also for professors, students and other researchers, from Canada and abroad, who wish to study international relations. The resources include books, documents of international organizations, periodicals, newspapers and press clippings. There is an International Trade Data Bank, a system designed to provide detailed reports for use by potential Canadian exporters on trade flows between the larger trading countries.

### Manuals

- The Records Classification Guide

## The Physical Resources Bureau

This bureau is responsible for the planning, and provision through purchase, lease or construction of all Crown-held property that the Department provides in support of the government's integrated foreign operations. These include the acquisition of related materiel and the provision of maintenance services for embassy properties abroad.

### Manuals

- Manual of Property Management
- Guidelines for Fire Safety at Post Abroad
- Manual of Materiel Management
- Property Management Technical Guides

## The Management Review and Audit Bureau

This bureau provides the Under-Secretary with independent appraisals of the appropriateness of departmental programs and activities and of the efficiency and effectiveness with which they meet objectives. The bureau undertakes independent audits and reviews of all the programs and operations at diplomatic and consular posts abroad. It seeks to assist all levels of management abroad and at headquarters in the effective discharge of their responsibilities.

### Manuals

- Handbook for Inspectors

## Access to Information and Privacy

This unit, headed by a co-ordinator, is responsible for the Department's compliance with the *Access to Information Act*, which provides access to information under the control of the Government of Canada, and with the *Privacy Act*, which protects the privacy of individuals and provides individuals with a right of access to personal information about themselves. Requests for access to government records controlled by this Department are made to this unit.

## Personnel Branch

The branch, which is concerned with the whole range of the Department's human resources, is divided into three bureaux which handle recruitment, training and development, staffing and service abroad, appraisal, promotion and remuneration of officers and administrative staff, as well as, to some extent, locally engaged employees abroad. Some headquarters personnel are classified as non-rotational but many of the bureaux' functions relate specifically to the operations of the Foreign Service, such as assignment to missions and conditions and compensation of service outside Canada. A Posting Services Centre gives advice to those going on foreign service. One division is responsible for all aspects of the Department's official

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languages program and another unit handles foreign language training.

### Manuals

- Personnel Administration — Appraisal and Promotion Systems
- Manager's Guide to Personnel
- Personnel Administration — Locally Engaged Staff
- Code of Conduct and Conflict of Interest Guidelines
- Discipline
- Diplomatic and Consular Relations and Protocol

### Policy Co-ordination Branch

This branch consists of a bureau for corporate management, a bureau for the co-ordination of government policy and operations, and the Policy Development Secretariat.

### The Corporate Management Bureau

This bureau is concerned with the overall planning and evaluation of the Department's operations and management, including the allocation of resources. It also includes the senior management secretariat, which prepares a broad range of policy and administrative information for the deputy ministers and the Ministers and the Department at large. The Secretariat serves principal committees of the Department; co-ordinates official visits abroad, visits by foreign representatives to Canada, and representation at major international meetings; and provides the departmental liaison for parliamentary relations.

### The Policy Development Bureau

The Cabinet Liaison and Co-ordination Division ensures that the three Ministers of the Department receive full information and briefing on the international and departmental implications of submissions to Cabinet. It also co-ordinates departmental submissions to Cabinet.

Other divisions of the bureau provide advice to senior management of the Department on medium- and long-term policy and on new policy options and directions. They provide advice in both political/strategic and trade/economic policy areas. They also draft notes for speeches on contemporary policy themes.

### Classes of Records

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DEA/XDX-005 *Formerly Identified as:* EA-10

#### Office of Protocol

*Description:* Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad — heads of post, consular officers, special envoys; foreign representatives in Canada — heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonies; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

DEA/JCX-010 *Formerly Identified as:* EA-20

#### Legal Operations

*Description:* Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangements; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites.

DEA/JCX-015 *Formerly Identified as:* EA-30

#### Economic Law and Treaties

*Description:* Information on Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; international dispute settlement; international organizations; international investment; international industrial policy; international commercial arbitration; international energy issues; jurisdictional issues; sanctions and boycotts; transport and communications; international bankruptcy issues; foreign and domestic claims; international development; international finance; International Law Commission; treaty negotiation, interpretation, registers, procedures and publication.

DEA/JCX-020 *Formerly Identified as:* EA-40

#### Legal Advice

*Description:* Information on questions of public and private international law and international relations. *Topics:* Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international agreements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; kidnapping; private international law; administrative law; private institutional law; maintenance orders; letters rogatory; depositions; service of documents.

DEA/FGB-025 *Formerly Identified as:* EA-50

#### Geographic Branches

*Description:* Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. *Topics:* Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism;



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interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues; trade relations; immigration consultation and research; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; immigration acts and regulations; marketing and labelling acts; standards; agreements; customs and tariffs; export and import controls; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors. *Note:* The records of the Programs Divisions, in fields such as immigration, cultural relations and information activities, form part of the records of the general functional bureaus of the Department, described elsewhere.

DEA/TFB-030 *Formerly Identified as:* EA-60  
**Export Programs and Services**

*Description:* Information on policies and special issues in the international marketing area that are generally non-recurring. Also included is a broad range of information on the international marketing policies and activities of a variety of public and private sector organizations; federal government programs of export education assistance to business and to export education activities of various public and private sector organizations; information on the activities of the federal government and private sector groups in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on export publicity and initiatives; information on the activities of trading houses and questions of countertrade or barter arrangements; and information on Canadian and international policy in the area of transportation. *Topics:* International marketing policy; co-operation and liaison; export marketing liaison; export education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; development banks; OECD; Export Trade Month, Export Awards Program, trading houses, countertrade operations; policies and plans in the field of transport; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; companies; civil aviation; merchant shipping; railways; roads; multimodal transport.

DEA/TFB-035 *Formerly Identified as:* EA-70  
**Agriculture, Fish and Food Products**

*Description:* This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, grocery, livestock, meat and dairy products on a national and international basis, including world market situations and the general economic development of such Canadian industries. Also included is the bureau's involvement with various associations and organizations from the public and private sectors and other countries, missions, visits, trade fairs, grants, loans and contributions programs designed to assist the industries in the development and marketing of their

products. *Topics:* Agricultural products; feed; fresh fruits; fresh vegetables; pulses; seeds; tobacco; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery products; marine mammals; marine plants; pelagic species; provinces; roes; caviar; salmon; sharks; swordfish; shellfish; grocery products; baked goods; beverages; fruit and vegetables; grain-based products; international commodities; processed foods; dairy products; fur products; livestock; meat; poultry; agricultural intelligence; agricultural reporting; associations; clubs; societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements; negotiations; treaties; transportation; FAO programs generally; Program for Export Market Development (PEMD); programs of other departments.

DEA/TFB-040 *Formerly Identified as:* EA-80

### **Grain Marketing**

*Description:* This class contains information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; grants, loans and contributions programs designed to help the grains and oilseeds industry in the development and marketing of new products; research surveys and analysis of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; trade agreements and treaties; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; trade laws; regulations; and agricultural production. *Topics:* Fairs and missions; visits; grain missions to foreign countries; market development studies; industry sector profiles; research; marketing analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentive Program; Enterprise Development Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; programs, grains; transportation and handling; grains financial matters; fats and oils; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics.

DEA/TFB-045 *Formerly Identified as:* EA-100

### **Defence Programs**

*Description:* This class covers information concerning the policies and procedures on the industrial and trade aspects of defence programs, research, development, marketing and production of defence products; Canada-U.S. defence development and production sharing; activities of NATO, its committees and groups. *Topics:* Defence programs generally; acts, legislation and treaties; export controls; trade restrictions; defence industry productivity program; military training assistance to non-NATO countries; program for export market development; products; associations; companies; countries; Canada-U.S. defence development and production sharing generally; defence development sharing arrangements; defence production sharing arrangements; NATO generally; committees; Airborne Early Warning; Industrial Advisory Group; Maintenance Supply Services Agency.

DEA/TFB-050 *Formerly Identified as:* NO REFERENCE  
**Technology and Investment Development (New)**

*Description:* Information on trade relations and policies as they relate to the science, technology, space and communications industries; the export market for these industries as well as the development and implementation of marketing strategy for their products and services; foreign investment; the international aspects of science, technology, space and telecommunications. *Topics:* Industry trade policies,



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industry sector policies, profiles and strategies; Telidon marketing generally; development banks; special marketing; trade shows; companies; programs; foreign investment; science, technology and communications policy and plans; reports and statistics; treaties and agreements; organizations and conferences, legislation and regulations; visits and exhibitions; branches of science, training; research; scientific information; scientific manpower; technological development; standards; time and the calendar; outer space; satellites; tracking; balloons; legal aspects; research and development; telecommunications satellites; radio, telephone and telegraph; television; cable; computer communications.

DEA/TFB-055 *Formerly Identified as:* NO REFERENCE  
**Trade Development Policy, Planning and Liaison (New)**

*Description:* Information on the development of export marketing strategies, including material provided as contributions or comments by other departments, provinces, private sector groups and academic institutions; federal government programs related to export trade developments and government policies which affect export market developments and the operations of the Export Trade Development Board. *Topics:* Policies related to export development; Export Trade Development Board; provincial affairs; economic development; Canadian industry policy development; industrial development; trade development.

DEA/EFB-060 *Formerly Identified as:* EA-110  
**Trade Policy**

*Description:* Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls.

DEA/EFB-065 *Formerly Identified as:* EA-120  
**GATT Affairs**

*Description:* Information on the co-ordination and management of Canada's participation in the General Agreement on Tariffs and Trade. *Topics:* Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations.

DEA/EFB-070 *Formerly Identified as:* EA-130  
**Agriculture and Commodity Policy**

*Description:* Information on international aspects of agricultural trade policy and international commodity agreements. *Topics:* Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits.

DEA/EFB-075 *Formerly Identified as:* NO REFERENCE  
**Industrial Trade Policy (New)**

*Description:* Information on trade relations and policies as they relate to domestic industrial policy. *Topics:* Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products.

DEA/EFB-080 *Formerly Identified as:* EA-140  
**International Economic Relations**

*Description:* Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macroeconomic questions; OECD activities and Economic Summits; east-west multilateral economic issues, including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and

conferences; legislation and regulations; visits; budgets; industrial organizations; regional economic groupings; scientific and technical co-operation in industry; joint ventures.

DEA/EFB-085 *Formerly Identified as:* EA-150  
**International Finance**

*Description:* Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises.

DEA/EFB-090 *Formerly Identified as:* EA-160  
**Economic Relations with Developing Countries**

*Description:* Information on international economic development, Canada's policy on development assistance and North-South issues. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international co-ordination; project assistance; non-project assistance; technical assistance; food aid; export development; relief; volunteer services.

DEA/EFB-095 *Formerly Identified as:* EA-170  
**Energy and Environment**

*Description:* Information on questions and negotiations concerning conventional and new forms of energy; international energy policy co-ordination; economic and commercial developments; and Canadian and international policy and activities in the field of the environment. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution.

DEA/EFB-100 *Formerly Identified as:* EA-180  
**Nuclear**

*Description:* Information on questions and negotiations concerning nuclear energy, safeguards, international nuclear energy policy co-ordination, and economic and commercial development. *Topics:* Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards.

DEA/EFB-105 *Formerly Identified as:* NO REFERENCE  
**Resources Policy (New)**

*Description:* Information on trade relations and policies as they relate to resources industries; information on export markets and marketing strategies for these industries. *Topics:* Coal and petrochemicals, metals and minerals, industrial materials and forest products.

DEA/EFB-110 *Formerly Identified as:* EA-210  
**Special Trade Relations**

*Description:* Information relating to government administration of the *Export and Import Permits Act* and any other related acts and regulations; the Bureau's activities and involvement with individual companies in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. *Topics:* Legislative Acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing, footwear;

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agricultural products; electronic products; other exported items; associations and general economic data; countries; general correspondence; government departments and agencies; associations, statistics and correspondence.

DEA/IFB-115 *Formerly Identified as:* EA-220

### United Nations Affairs

*Description:* Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the International Labour Organization (ILO), Food and Agriculture Organization (FAO), International Civil Aviation Organization (ICAO), United Nations Centre for Human Settlements (HABITAT), United Nations Environment Program (UNEP), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations social and humanitarian activities. *Topics:* Policy and programs — character, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat — finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly — rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council — rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council — sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental human rights organizations and conferences; reports and statistics; international co-ordination; promotion of human rights; human rights violations; treaties and agreements; multilateral human rights matters and policies.

DEA/IFB-120 *Formerly Identified as:* EA-230

### Commonwealth

*Description:* Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Ministers' meetings; inter-governmental conferences; organization of Royal visits; Queen and Royal Family; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations.

DEA/IFB-125 *Formerly Identified as:* EA-240

### Arms Control and Disarmament

*Description:* Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests — policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences.

DEA/IFB-130 *Formerly Identified as:* EA-250

### Defence Relations

*Description:* Information on the development and co-ordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces,

defence authorities; visiting forces; bilateral relations — Canada; bilateral relations — other countries; armed forces — policy and procedures, co-ordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances; military assistance; mobilization for war; outer space; service attachés; civil defence and emergency planning.

DEA/IFB-135 *Formerly Identified as:* EA-260

### Intelligence Analysis

*Description:* Information on the collection and analysis of foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Retrievability:* Major case files are arranged by country, international organization or individual.

DEA/IFB-140 *Formerly Identified as:* EA-270

### Security

*Description:* Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and co-ordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; passport security; immigration security; foreign intelligence activities in Canada; communist and pro-communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

DEA/IFB-145 *Formerly Identified as:* EA-280

### Economic Intelligence

*Description:* Information on the collection and analysis of economic intelligence furnished by other federal departments and agencies, the public media, foreign governments and international organizations that provides a basis for policy formulation on matters affecting Canada's economic interests. *Topics:* Policy and plans; reports and studies; agreements; organizations and conferences; legislation and inter-governmental conferences; international associations and private organizations.

DEA/SFB-150 *Formerly Identified as:* EA-290

### Academic Relations

*Description:* Information on awards, scholarships, fellowships and exchange programs offered by the Canadian government to nationals of certain countries; teaching, research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; universities; education associations; awards, scholarships, fellowships; teaching, research and publications.



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DEA/SFB-155 *Formerly Identified as:* EA-300

### **Arts Promotion**

*Description:* Information on the promotion of cultural relations between Canada and other countries. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

DEA/SFB-160 *Formerly Identified as:* EA-310

### **Cultural Policy**

*Description:* Information on Canada's multilateral relations with UNESCO and other international and regional organizations, sports presentations and international competitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; legislation and regulations; visits; exchanges of persons; sports presentations and international sports competitions.

DEA/SFB-165 *Formerly Identified as:* EA-320

### **Historical Information**

*Description:* Information on archival documents, studies on Canadian foreign policy and international issues, departmental history and data on Canadian representation abroad. *Topics:* Policy and planning; reports and statistics (country programs); organizations and conferences (access and briefing books); custody of oral history interviews (access authorization by person interviewed required); compilation and editing of state papers (Documents Series); and special publication projects.

DEA/SFB-170 *Formerly Identified as:* EA-330

### **Domestic Information Services**

*Description:* Information on activities and materials used to inform Canadians about Canadian foreign policy, international relations and the Department's services, including trade promotion. *Topics:* Policy and plans; reports and statistics; organizations and conferences; conventions and agreements; visits; exchange of information; requests for information; press; publications and visuals; editorial services; distribution; technical equipment and supplies; External Affairs publications; official publications in Canada; non-governmental publications; newspapers; local press; news agencies and press associations; feature materials and visual materials; photographs, filmstrips and recordings; graphics; exhibits and displays; motion pictures; radio and television; T.V. films and tapes.

DEA/SFB-175 *Formerly Identified as:* EA-340

### **External Information Services**

*Description:* Information materials on Canada sent to other countries, including information on Canadian government policies and programs, and the development of international trade. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; External Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

DEA/SFB-180 *Formerly Identified as:* EA-350

### **International Exhibitions**

*Description:* Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays.

DEA/SFB-185 *Formerly Identified as:* EA-360

### **Immigration Affairs**

*Description:* Information on matters relating to Canadian immigration services. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences;

legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; federal-provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts' operations; recruitment and selection; convention refugees and designated classes; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects.

DEA/SFB-190 *Formerly Identified as:* EA-370

### **Consular Policy**

*Description:* Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; co-ordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

DEA/SFB-195 *Formerly Identified as:* EA-380

### **Consular Operations**

*Description:* Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offences, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration.

DEA/SFB-200 *Formerly Identified as:* EA-390

### **Social Policy and Programs**

*Description:* Information on Canada's participation in international social and humanitarian activities; national and international health questions and refugee matters. *Topics:* Reports and statistics; organizations and conferences; visits; social development; studies and research; urbanism; manners and customs; welfare and services; social problems; law enforcement; legal profession; religion; minorities and race relations; population; policy and plans; treaties and agreements; legislation and regulations; diseases; medical training and health services; medical profession; atomic radiation; research; hygiene and sanitation; physical fitness; food and drugs; refugee voluntary agencies; refugee centres; re-establishment and repatriation.

DEA/SFB-205 *Formerly Identified as:* EA-400

### **Federal-Provincial Co-ordination**

*Description:* Information on provincial involvement in international activities; provincial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations; provincial aid projects under CIDA; and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture; aid; consular affairs and visas; cultural affairs; economic affairs; finance and trade; education; health; human environment; immigration; information and public relations; labour; natural resources; science; social affairs; telecommunications and



## DEPARTMENT OF EXTERNAL AFFAIRS

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outer space; tourism; transportation; emergency plans; civil defence and NATO.

DEA/SFB-210 *Formerly Identified as:* EA-410

### **Francophone Affairs**

*Description:* Information on the multilateral aspects of Canada's relations with French-speaking countries; formulation and implementation of Canadian policy; co-ordination of the Canadian contribution to their aid programs; establishment and co-ordination of Canadian participation in various meetings of an official or semi-official nature; inter-governmental conferences; international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; inter-governmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

DEA/MCB-215 *Formerly Identified as:* EA-420

### **Passport Bureau**

*Description:* Information on the issue of passports to Canadian citizens in Canada and abroad, Certificates of Identity and United Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions.

### **Deleted Classes of Records**

These classes of records have been deleted because the information can now be found in other classes of records.

EA-90 Industries and Resources

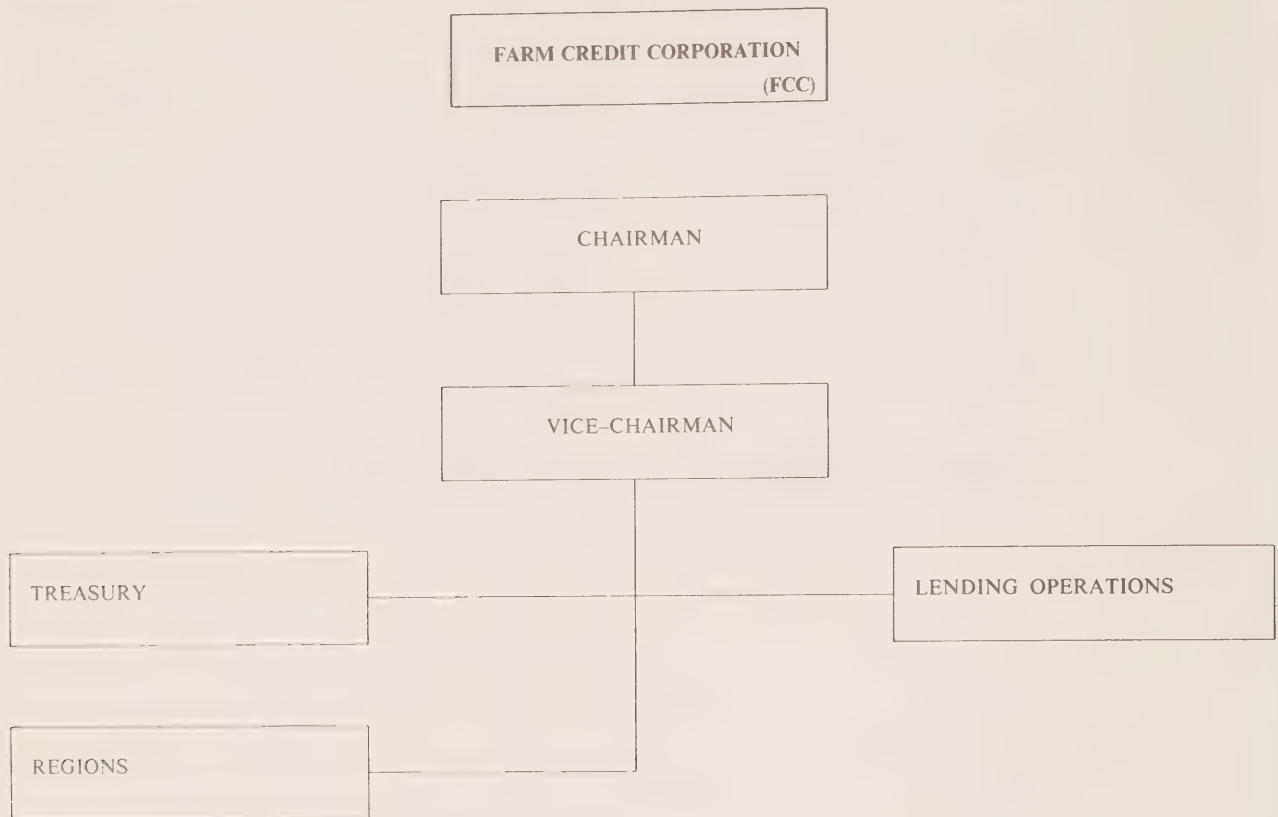
EA-190 Transportation

EA-200 Science, Technology and Communications

# **FARM CREDIT CORPORATION**

## **Chapter 43**

# FARM CREDIT CORPORATION



## CENTRALIZED CLASSES OF RECORDS

005 Legislation, Organization and Policy  
010 Farm Credit Act Lending Policy  
015 Farm Syndicates Credit Act Lending Policy  
020 Farm Appraisal System and Benchmarks  
025 Operational Staff Training  
030 Advisory Services  
035 Special Programs  
040 Research Policy  
045 Agricultural Statistics and Economics  
050 Research  
055 Statistical Information and Programs  
060 Technical Information  
065 Conferences

070 Projects and Reports  
075 Financial Model  
080 Land Transfer Plan Loan Administration  
085 Farm Syndicates Credit Plan  
090 Farm Credit Act Loan Administration  
095 Life Insurance  
100 Ancillary Agreements  
105 Collections  
110 Real Estate Mortgages  
115 Chattel Mortgages  
120 Identification of Accounts  
125 Indian Loans

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
FARM CREDIT CORPORATION  
P.O. BOX 2314, STATION D,  
OTTAWA, ONTARIO  
K1P 6J9



# FARM CREDIT CORPORATION

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## Overall Responsibilities

The Farm Credit Corporation (FCC) is a federal Crown agency charged with the administration of the *Farm Credit Act* and the *Farm Syndicates Credit Act*. The objective of the legislation is to provide Canadian farmers with long-term credit programs that will ensure sufficient financial resources to permit the establishment and expansion of economically viable farm enterprises.

## Laws and Regulations

- Farm Credit Corporation Legislation
- Related Federal Credit and Development Legislation
- Operations Control and Policy Development
- Conferences, Legal Counsel, General Administration
- Organization — Department of Agriculture
- Organization of the Corporation
- Policy and Procedures
- Committees
- H.O. Memoranda and Circulars
- Special Studies and Reports on Agriculture

## Organization

In order to fulfil its mandate, the Corporation has established a network of offices throughout the farming community in all ten provinces. Corporate headquarters is located in Ottawa. Seven regional offices, each having its own complement of district and field offices, service the agricultural community across the country. Regional boundaries correspond geographically with provincial boundaries, except for Atlantic Canada, where the four provinces are covered by a regional centre located in Moncton, New Brunswick. Nationally, the Corporation has 111 offices to serve the farming public.

Corporate headquarters is organized into eight distinct component groups. These are composed of the chairman's office, lending operations, treasury, financial services, legal services, communications, corporate audit, and management services. Regions are functionally organized into a lending services group, including all field operations, and a loan administration group.

The chairman is chief executive officer of the Corporation and is responsible for the supervision and direction of all work and staff of the Corporation. The chairman presides at all meetings of the board of the Corporation, executes instruments requiring his signature, and performs all duties, and exercises all powers incident to his office, and any other duties and powers as may be assigned to him by the board or by statute.

The vice-chairman is a member of the board of the Corporation and exercises all of the powers and duties of the chairman in his absence. As chief operating officer, he directs all work and staff engaged in treasury, lending operations, and management services of the Corporation and exercises all other powers and duties as may be assigned to him by the chairman or the board of the Corporation.

## Access Procedures

Formal requests under the *Access to Information Act* should be sent to

Access to Information Co-ordinator  
Farm Credit Corporation  
P.O. Box 2314  
Postal Station D  
Ottawa, Ontario  
K1P 6J9  
Telephone: (613) 996-6606

## Lending Operations

This group directs, controls and advises on lending research, advisory and loan administration services, and special programs. It is also responsible for enforcement of the Corporation's loan security in accordance with corporate policies.

### Manuals

- Farm Credit Act — Policy and Procedures
- Farm Syndicates Credit Act — Policy and Procedures
- Loan Administration — Policy and Procedures
- Advisory Services — Policy and Procedures

## Classes of Records

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FCC/ADM-005 *Formerly Identified as:* FCC-10

### Legislation, Organization and Policy

*Description:* Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. *Topics:* *Farm Credit Act* and *Farm Syndicates Credit Act* — interest rate and regulations; loans to Indians; small farm development; land transfer plan terms and conditions; operation control and policy development; acts and regulations amendments; conferences (general, regional and appraisal); policy and procedural manuals; annual reports; committees — general, advisory, policy, standing, agricultural and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits.

FCC/ADM-010 *Formerly Identified as:* FCC-30

### Farm Credit Act Lending Policy

*Description:* Policy directives, rulings and reports on the *Farm Credit Act* lending policy. *Topics:* Correspondence; guidelines; specialized enterprises; two-province loans; capital restrictions; low-income farmers; Indian loans; Department of Regional Economic Expansion (DREE), capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production, marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas.

FCC/ADM-015 *Formerly Identified as:* FCC-40

### Farm Syndicates Credit Act Lending Policy

*Description:* Policy directives, rulings, reports and analyses on the *Farm Syndicates Credit Act* policy. *Topics:* Policy; correspondence; eligibility; purpose of loan; amount of loans; terms and conditions of loans; forms and procedures; operational analyses.

FCC/ADM-020 *Formerly Identified as:* FCC-50

### Farm Appraisal System and Benchmarks

*Description:* Correspondence, copies of reference material, requests for aerial photographs, and instructions on the Corporation's appraisal system. *Topics:* Benchmarks and economic guides — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; aerial photographs; appraisals — other departments and agencies.

# FARM CREDIT CORPORATION

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FCC/ADM-025 *Formerly Identified as:* FCC-60

## **Operational Staff Training**

*Description:* Policy, instructions and general correspondence on operational staff training. *Topics:* Operational training policy; operational training — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; special training; appraisal training; case studies and demonstrations; appraisal courses (ASMRA); loan counselling and farm management. *Retrievability:* Files arranged by subject and province.

FCC/ADM-030 *Formerly Identified as:* FCC-70

## **Advisory Services**

*Description:* Information on Advisory Services policy, procedures, reports and meetings. *Topics:* Correspondence; supervision policy and procedures; CANFARM and farm accounting; CANFARM Advisory Committee.

FCC/ADM-035 *Formerly Identified as:* FCC-80

## **Special Programs**

*Description:* Policy, documentation, instructions, rulings, agreements and reports concerning the Land Transfer Plan, purchases and sales grants. *Topics:* Policy; correspondence; land transfer plan — operational policy, special credit eligibility, Corporation purchase and resale to provinces, vendor grant eligibility, provincial agreements, forms and procedures; Small Farm Development Program — evaluation, National Advisory Committee, Co-ordinating Committee, Interdepartmental Committee. *Retrievability:* Files arranged by subject and province.

FCC/ADM-040 *Formerly Identified as:* FCC-90

## **Research Policy**

*Description:* Information on policy, meetings, farm management, projects, case studies and training. *Topics:* Canadian farm management committee; Canadian farm management sub-committee on research; Canadian farm management committee — training modules; financial management course.

FCC/ADM-045 *Formerly Identified as:* FCC-100

## **Agricultural Statistics and Economics**

*Description:* Statistical data, reports, forecasts, trends, related correspondence. *Topics:* Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data, 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values.

FCC/ADM-050 *Formerly Identified as:* FCC-110

## **Research**

*Description:* Research reports, studies, data and correspondence. *Topics:* Management assessment; farm size analysis; capital situation; production cost analyses; farm family living costs; special assignments; capital allocation and monitoring data; borrowers' age analysis; financial model study.

FCC/ADM-055 *Formerly Identified as:* FCC-120

## **Statistical Information and Programs**

*Description:* Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. *Topics:* Coding instructions; time lapse analysis; solicitors' time; purpose of loans; appraisal; benchmark and budget analyses; national lending summary; application and appraisal workload; land transfer program; federal farm credit statistics; documentation; standing committee; advisory committee; retired and assumed loan analyses; characteristics of borrowers; interview log summary; National Appeal Board summaries; annual report; terminal, special reports; bankruptcies; branch appeal board reports; number of accounts; financial and lending data; selected statistics programs; special programs.

FCC/ADM-060 *Formerly Identified as:* FCC-130

## **Technical Information**

*Description:* Technical information and reports for subject areas not previously specified. *Topics:* Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs — AGDATA (commodity prices, bond market).

FCC/ADM-065 *Formerly Identified as:* FCC-140

## **Conferences**

*Description:* Working papers, reports and correspondence on conferences. *Topics:* Research conferences — non-FCC; federal-provincial relations.

FCC/ADM-070 *Formerly Identified as:* FCC-150

## **Projects and Reports**

*Description:* Information on reports, marketing boards, and quotas; correspondence. *Topics:* Farm Survey Report; Study of Marketing Boards; study of credit for low income farmers; 1971 Arrears Analysis Report; Manitoba Survey; 1980 Farm Survey Report.

FCC/ADM-075 *Formerly Identified as:* FCC-160

## **Financial Model**

*Description:* Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios; also statistics of other provincial and federal departments; financial model; credit.

FCC/ADM-080 *Formerly Identified as:* FCC-170

## **Land Transfer Plan Loan Administration**

*Description:* Information on policies and directives concerning the land transfer plan loan administration and the special farm financial assistance program; also correspondence. *Retrievability:* Files arranged by subject and province.

FCC/ADM-085 *Formerly Identified as:* FCC-180

## **Farm Syndicates Credit Act**

*Description:* Information on rulings, legal opinions, security, disbursement, identification and administration related to the *Farm Syndicates Credit Act*. *Topics:* Correspondence; policies; new loan documentation; loan administration. *Retrievability:* Files arranged by subject and province.

FCC/ADM-090 *Formerly Identified as:* FCC-190

## **Farm Credit Act Loan Administration**

*Description:* Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the *Farm Credit Act*. *Topics:* Correspondence; policy; fire insurance; new loan documentation; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. *Retrievability:* Files arranged by subject and province.

FCC/ADM-095 *Formerly Identified as:* FCC-200

## **Life Insurance**

*Description:* Life insurance studies, tenders, operations, rulings, interpretation, reports and claims. *Topics:* Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. *Retrievability:* Files arranged by subject and province.

FCC/ADM-100 *Formerly Identified as:* FCC-210

## **Ancillary Agreements**

*Description:* Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. *Topics:* Correspondence; grazing leases; crop share agreement; instalment postponements; advisory service agreements; re-amortization agreements; waiver and consent; mortgage

## FARM CREDIT CORPORATION

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postponement; provincial interest rebates; monthly and irregular payment schedules; marketing board agreements. *Retrievability:* Files arranged by subject and province.

FCC/ADM-105 *Formerly Identified as:* FCC-220

### **Collections**

*Description:* Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, reports, analyses, estimates. *Topics:* Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. *Retrievability:* Files arranged by subject and province.

FCC/ADM-110 *Formerly Identified as:* FCC-230

### **Real Estate Mortgages**

*Description:* Information on directives, rulings, instructions and documentation concerning real estate security. *Topics:* Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. *Retrievability:* Files arranged by subject and province.

FCC/ADM-115 *Formerly Identified as:* FCC-240

### **Chattel Mortgages**

*Description:* Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. *Topics:* Policies; correspondence; administration; monitoring; renewals and releases. *Retrievability:* Files arranged by subject and province.

FCC/ADM-120 *Formerly Identified as:* FCC-250

### **Identification of Accounts**

*Description:* Information on directives and reports concerned with the identification of accounts. *Topics:* Correspondence; change of field, district and geographic areas; change of address and account numbers. *Retrievability:* Files arranged by subject and province.

FCC/ADM-125 *Formerly Identified as:* FCC-260

### **Indian Loans**

*Description:* Information on loans to native people, including directives, instructions, rulings and reports. *Topics:* Agreements, policies, administration; recoveries from the Department of Indian and Northern Affairs. *Retrievability:* Files arranged by subject and province.





# **FEDERAL BUSINESS DEVELOPMENT BANK**

## **Chapter 44**

# FEDERAL BUSINESS DEVELOPMENT BANK

## FEDERAL BUSINESS DEVELOPMENT BANK

(BDB)

### FINANCIAL SERVICES

(FLS)

005 Reports  
010 Policy  
015 Other Sources of  
    Financing  
020 Loans, Guarantees and  
    Other Types of  
    Financing  
025 Loan Accounting and  
    Processing System (LAPS)  
030 Accounts History File  
035 Dead Loan File  
040 Support Groups  
045 Investments and  
    Venture Capital  
901 Administration  
902 Acts and Legislation  
903 Administrative and  
    Management Services  
904 Co-operation and  
    Liaison  
905 Building and  
    Properties  
906 Building  
907 Lands  
908 Utilities  
909 Equipment and  
    Supplies  
910 Furniture and  
    Furnishings  
911 Office Appliances  
912 Procurement  
913 Vehicles  
914 Finance  
915 Accounts and  
    Accounting  
916 Audits  
917 Budgets

### MANAGEMENT SERVICES

(MTS)

050 Management Services  
055 Management Counselling  
060 Information Services  
065 Management Training

ACCESS TO INFORMATION  
CO ORDINATOR  
FEDERAL BUSINESS DEVELOPMENT  
BANK  
P.O. BOX 335  
STOCK EXCHANGE TOWER STATION  
MONTREAL, QUEBEC  
H4Z 1L4



# FEDERAL BUSINESS DEVELOPMENT BANK

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## Background

The Federal Business Development Bank (FBDB), a Crown corporation was established by the *Federal Business Development Bank Act* of 1974 to succeed the Industrial Development Bank (IDB), which was formed in 1944. While the IDB provided only financial assistance to industry, the Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing not only financial assistance, but also management counselling, management training, information and advice, with particular attention to the needs of small businesses. The Bank provides the small business enterprise with a single source from which to obtain both financing and information suited to its particular requirements.

## Overall Responsibilities

### Financial Services

The Bank acts as a supplemental lender providing funds by means of loans and equity financing to independent businesses that cannot obtain the funds elsewhere on reasonable terms and conditions. The Bank lends money for specific purposes and often caters to the needs of firms that may be either too small, too far from commercial centres, or too specialized to be able to attract the attention of conventional lenders. It can accept as collateral a wide variety of assets such as real property, new or used machinery and equipment, and inventories — collateral that other financial institutions may not accept for legal or policy reasons.

The Bank's lending policy is flexible enough to structure financing in the manner appropriate to the business enterprise. Through its investment banking division, the Bank also can provide equity capital in addition to, or in place of, loans and guarantees. The services of this division include direct purchase of a minority ownership interest, underwriting of private placements, joint ventures, syndication of proposals to other venture capitalists and financial institutions, as well as assistance in mergers and acquisitions.

The Bank's financial services are delivered to the public through its network of branches. Almost all lending decisions are made either at the branch, district or regional offices. Currently, proposals in excess of \$400,000 must be approved at the head office or by the board of directors. The Bank evaluates each proposal on the basis of management calibre, earnings prospects, security, and the character and amount of investment by others.

On April 1, 1983, the Bank established a new financial planning program that consists of three services: financial matchmaking, packaging and programmed do-it-yourself kits.

### Management Services

The Bank also provides services such as management counselling, management training, information and advice.

Management counselling, known as CASE (Counselling Assistance to Small Enterprises), is provided to supplement such services as may be available in the private sector. It is undertaken by successful retired business persons who receive assignments from CASE co-ordinators located in Bank offices across the country.

Management training is provided for small business in several forms, including owner-manager courses, business management seminars, management clinics and information sessions. Owner-manager courses are developed by the Bank and distributed in collaboration with the departments of education in the provinces and territories; these courses are offered at community colleges across Canada. Business management seminars are offered by each branch of the

Bank on various management subjects. Joint seminars are also developed in co-operation with external associations. Management clinics are self-instructional programs combining workbooks with an audio-visual presentation available at each branch.

The Small Business Information Service (SBIS) provides business people with up-to-date information on federal and provincial government assistance programs. Enquirers approach the branch officer for information, and are subsequently directed to the appropriate program representative. Small business management information is also offered to the public free of charge through a series of Bank publications.

## Organization

The Bank has a network of branches across Canada organized into five regions: British Columbia and the Yukon, Prairies and Northern region, Ontario, Québec, and Atlantic. It has regional offices in Vancouver, Winnipeg, Toronto, Montréal, and Halifax; its head office is located at

1800 Victoria Square  
Suite 1100  
Montréal, Québec  
H4Z 1C8  
Telephone: (514) 283-5904

The regional offices provide guidance to branches with respect to the application of established Bank policy and procedures. They also process financing applications for amounts exceeding branch limits. The regional offices charged with the responsibility for all management services activities in the region, and for ensuring that the general public within the region has access to the bank's information services, management training services, and management counselling services.

The branches provide financing, counselling information and management training services to small businesses located within their particular territory. Enquiries and applications for financing are received by branch personnel and processed in accordance with established policy and procedure. Branches are also responsible for the efficient operation of management services activities in their geographical area, and for ensuring that the general public has access to the Bank's services.

Apart from its two operational functions, Financial Services and Management Services, the various departments at head office include the corporate secretariat, which is responsible for the board of directors and its committees as well as responses to Parliament; legal services, which provides legal advice to the Bank in connection with its specific program activities and support departments; planning, which is responsible for short- and long-term strategies, analysis of existing activities, and corporate development; public affairs, which is responsible for advertising and public relations to promote the role and activities of the Bank; treasury, which is responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts; insurance, which is responsible for insurance related to loan security and corporate insurance; controller's department, which is responsible for all accounting and the formal management information system; economics, which provides information on economic conditions and the impact of the Bank's activities upon the economy; and inspection, which conducts periodic reviews of systems of internal control over Bank operations.

## Access Procedures

Informal requests for information may be made directly to any branch, regional or head office. Formal requests under the *Access to Information Act* should be addressed to

# FEDERAL BUSINESS DEVELOPMENT BANK

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Access to Information Co-ordinator  
Federal Business Development Bank  
P.O. Box 335  
Stock Exchange Tower Station  
Montréal, Québec  
H4Z 1L4  
Telephone: (514) 283-3554

## Financial Services

Financial Services consist of the loans division and the investment banking division.

### Loans Division

This division establishes and oversees policies and procedures with respect to the provision of financial assistance to small- and medium-sized businesses. In addition, the division oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit. Recently the division also established a financial planning program. This program offers three distinct services to small- and medium-sized business enterprises:

- Do-It-Yourself kits on such topics as arranging financing; forecasting and cash flow budgeting; analyzing financial statements; evaluating the purchase of a small business; credit and collection tips.
- Packaging, which involves the Bank undertaking an analysis of business proposals and completing a report to be used by financial institutions and government agencies to properly assess the entrepreneur's application for funding.
- Financial Matchmaking, which is a referral service whereby people with money available to invest are matched with business people seeking funds.

### Manuals

- FBDB Circular Manual — policy and procedures for all departments of the Bank
- Modules and resource books for Credit Personnel Training Program (CPTP) — provides a refresher or training course for existing and new personnel

### Investment Banking Division

This division is responsible for all equity and venture capital financing, and its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy Bank policy and are financially viable. This division assesses on a continuing basis the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes.

## Management Services

This division is responsible for promoting and assisting in the establishment and development of small business in Canada by providing management counselling, information services and management training.

Counselling Assistance to Small Enterprises (CASE) is responsible for ensuring that an effective, efficient and affordable counselling service is available to the small business community. The Information Services Section ensures that all branches are kept up to date on federal government assistance programs, and publishes booklets on small business topics. The management training section is responsible

for developing and producing courses, seminars, clinics, workshops, and conferences aimed at improving the management skills of small business owner-managers.

Regional offices and branches are responsible for the efficient operation of all management services activities in their region or geographical area and for ensuring that the general public has access to the Bank's management counselling, information, and training services.

### Manuals

- FBDB Circular Manual — policy and procedures of all departments of the Bank
- Management Services Policy Manual — a description of the various activities and policies as they relate to a branch operational level
- Small Business Information Service Training Manual — a programmed learning device for introducing new management services personnel to the procedures of the Small Business Information Service
- CASE Co-ordinator's Operating Manual — a manual for the co-ordinator in each CASE office describing CASE policy and procedures

## Management Counselling Service

This service counsels business persons on how to engage in small business in Canada through the facilities of the Counselling Assistance to Small Enterprises (CASE) program.

## Information Services Section

This section operates an enquiry and referral service about government assistance programs for small business for the Canadian public. It also writes, publishes, and distributes to the public a continuing series of booklets on small business topics containing information and advice pertinent to small business. The section holds information sessions and exhibits for the general public to publicize various assistance programs for small business, including the Bank's financial and management services.

## Management Training Service

This service presents a continuing program of small business and management seminars to the general public across Canada. In conjunction with business associations and small businesses, the service presents management seminars oriented toward specific industries (joint seminars) to specific groups of business people. It also writes, publishes and distributes a series of adult education courses on small business management (owner/manager courses), to provincial and territorial ministries of education. In addition, it sponsors, organizes, and supports workshops, conferences, and clinics for the promotion of good management practices within small businesses.

## Classes of Records

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BDB/FLS-005    *Formerly Identified as:*    FBDB-10  
**Reports**

*Description:* Activity reports prepared by Financial Services at head office, the regions and branches, including reports of accounts in arrears, equity investments, write-offs, and disbursements. *Topics:* Reports — head office, region and branches on accounts (over \$400,000) in arrears more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report



## FEDERAL BUSINESS DEVELOPMENT BANK

analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed and semi-annual investment return reports.

**BDB/FLS-010** *Formerly Identified as:* FBDB-20

### **Policy**

*Description:* Information on Bank lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. *Topics:* Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus.

**BDB/FLS-015** *Formerly Identified as:* FBDB-30

### **Other Sources of Financing**

*Description:* Information on sources of financing other than that provided by the Bank. *Topics:* Federal and provincial sources of financing; chartered banks; insurance companies; sales finance and leasing companies; trust companies; venture capital companies; factoring companies.

**BDB/FLS-020** *Formerly Identified as:* FBDB-40

### **Loans, Guarantees and Other Types of Financing**

*Description:* Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. *Topics:* Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint loans; disbursements; category classification and write-offs.

**BDB/FLS-025** *Formerly Identified as:* FBDB-50

### **Loan Accounting and Processing System (LAPS)**

*Description:* Database containing accounting and statistical information on Bank loans, investments and guarantees. The initial data is entered from the loan authorization form and is continually updated through the administration of a customer account. *Topics:* Customer identification — name, address, branch, industry code; category code, zone code; loan information — type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Storage Medium:* Computer disk or tape. *Retrievability:* Files arranged by customer number.

**BDB/FLS-030** *Formerly Identified as:* FBDB-60

### **Accounts History File**

*Description:* Statistical information on all (past and present, dormant and active) loans, guarantees, investments and customer accounts since 1944. *Topics:* Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

**BDB/FLS-035** *Formerly Identified as:* FBDB-70

### **Dead Loan File**

*Description:* Statistical information on all loans. *Topics:* Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

**BDB/FLS-040** *Formerly Identified as:* FBDB-80

### **Support Groups**

*Description:* Correspondence on support groups which provide analysis and research on credit submissions. *Topics:* Project Research Services; the Project Analysis Group, and Special Services.

**BDB/FLS-045** *Formerly Identified as:* FBDB-90

### **Investments and Venture Capital**

*Description:* Correspondence, policy, procedures, and records related to disbursement and monitoring of funds where there is an investment or venture capital factor. *Topics:* Enquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; under-writing; mergers; acquisitions and divestitures; arrears; category classification; write-offs.

**BDB/MTS-050** *Formerly Identified as:* FBDB-100

### **Management Services**

*Description:* Basic administrative records of management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. *Topics:* Complimentary letters; correspondence related to publicity for information services; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; sales taxes and systems development; activity reports — head office, regional and branch statistical reports, evaluations and related correspondence.

**BDB/MTS-055** *Formerly Identified as:* FBDB-110

### **Management Counselling**

*Description:* Information on policy matters governing the administration of CASE, accounting procedures and related correspondence. *Topics:* Engagement of co-ordinators; contract administration; co-ordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE.

**BDB/MTS-060** *Formerly Identified as:* FBDB-120

### **Information Services**

*Description:* Information on the activities of information services including publications, Small Business Information Service, federal and provincial programs, industry studies, enquiries from the public, and exhibits. *Topics:* Minding Your Own Business (MYOB) series; Small Business News; industry studies; small business statistics; Small Business Information Service (procedures, training, information sessions and enquiries); Small Business Week; Business Management Award; trade show exhibit.

**BDB/MTS-065** *Formerly Identified as:* FBDB-130

### **Management Training**

*Description:* Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, management clinics, TV studio, Small Business Institute program, training the trainers, management training workshops, research and development, graphic design. *Topics:* Audio-visual aids pertaining to joint seminars; management clinics; workshops; owner-manager courses and advertising; owner-manager course development and curriculum; FBDB provincial conferences; joint seminars with other associations or organizations; seminar development; management clinics; TV studio budgets, contracts, equipment purchases and rentals, production schedules; graphics department.

**BDB/FLS-901** *Formerly Identified as:* NO REFERENCE

### **Administration (New)**

*Description:* See Standard Classes of Records.

**BDB/FLS-902** *Formerly Identified as:* NO REFERENCE

### **Acts and Legislation (New)**

*Description:* See Standard Classes of Records.

**BDB/FLS-903** *Formerly Identified as:* NO REFERENCE

### **Administrative and Management Services (New)**

*Description:* See Standard Classes of Records.



## FEDERAL BUSINESS DEVELOPMENT BANK

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BDB/FLS-904 *Formerly Identified as:* NO REFERENCE  
**Co-operation and Liaison (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-905 *Formerly Identified as:* NO REFERENCE  
**Buildings and Properties (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-906 *Formerly Identified as:* NO REFERENCE  
**Buildings (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-907 *Formerly Identified as:* NO REFERENCE  
**Lands (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-908 *Formerly Identified as:* NO REFERENCE  
**Utilities (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-909 *Formerly Identified as:* NO REFERENCE  
**Equipment and Supplies (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-910 *Formerly Identified as:* NO REFERENCE  
**Furniture and Furnishings (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-911 *Formerly Identified as:* NO REFERENCE  
**Office Appliances (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-912 *Formerly Identified as:* NO REFERENCE  
**Procurement (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-913 *Formerly Identified as:* NO REFERENCE  
**Vehicles (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-914 *Formerly Identified as:* NO REFERENCE  
**Finance (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-915 *Formerly Identified as:* NO REFERENCE  
**Accounts and Accounting (New)**  
*Description:* See Standard Classes of Records.

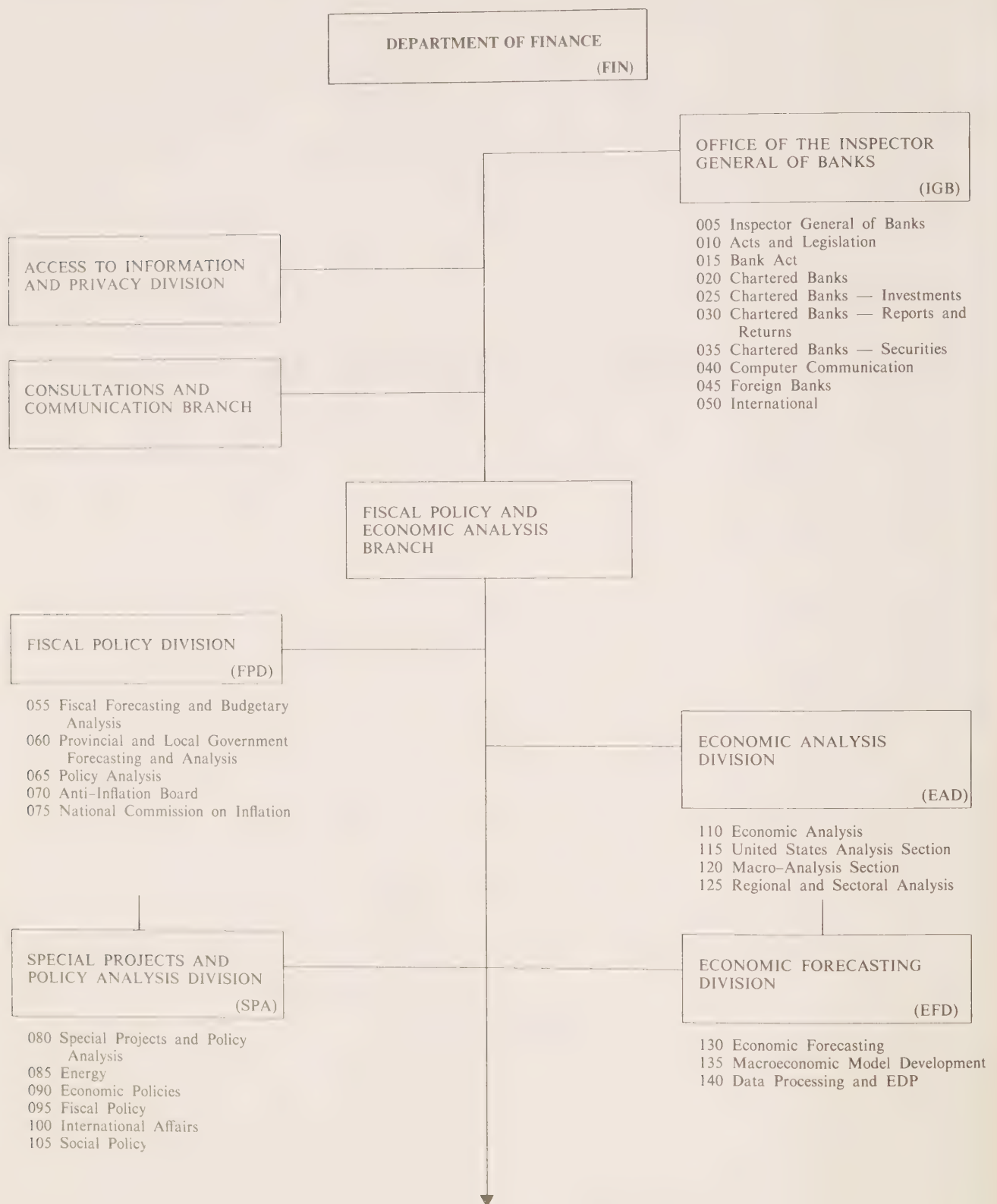
BDB/FLS-916 *Formerly Identified as:* NO REFERENCE  
**Audits (New)**  
*Description:* See Standard Classes of Records.

BDB/FLS-917 *Formerly Identified as:* NO REFERENCE  
**Budgets (New)**  
*Description:* See Standard Classes of Records.

# **DEPARTMENT OF FINANCE**

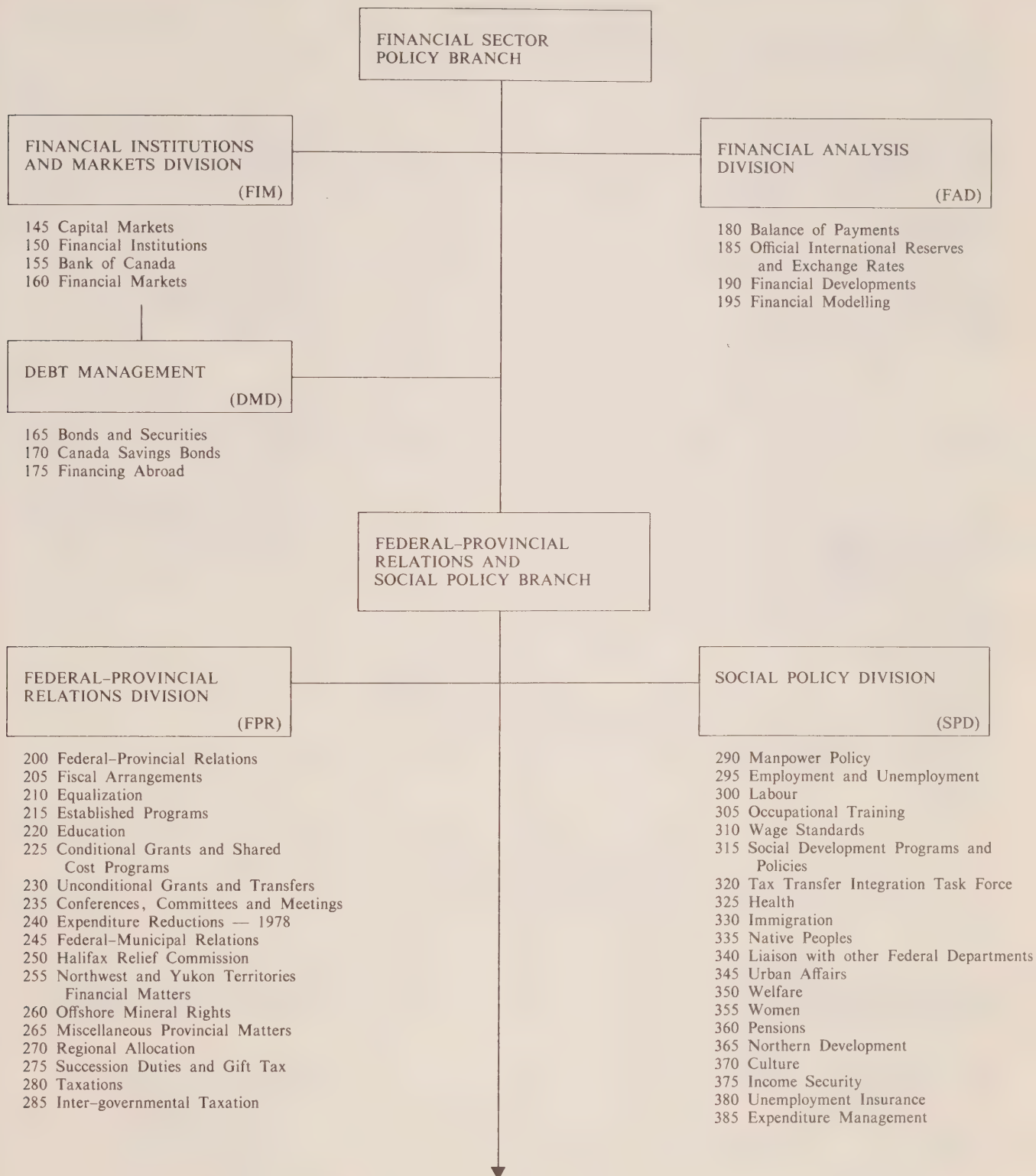
## **Chapter 45**

# DEPARTMENT OF FINANCE

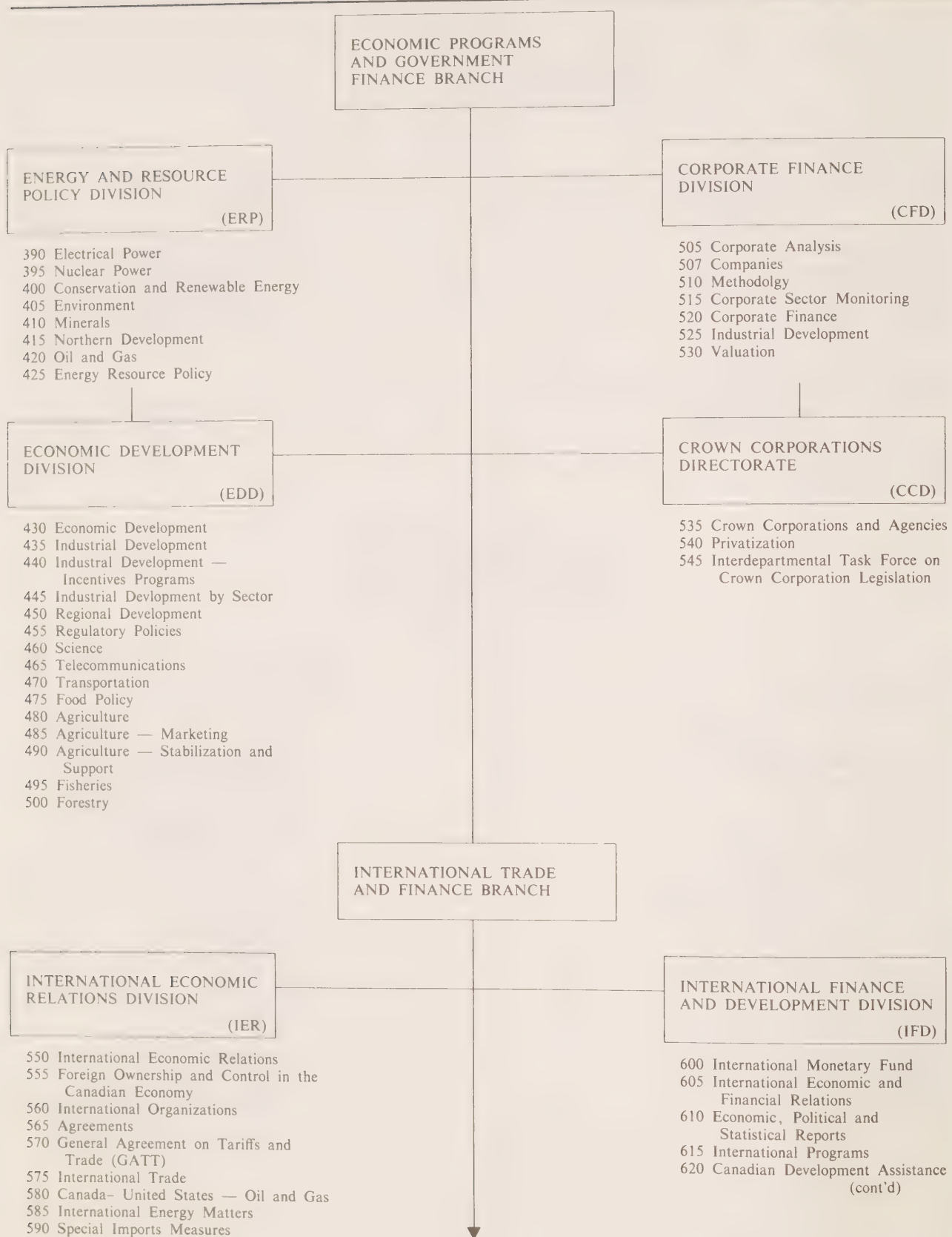




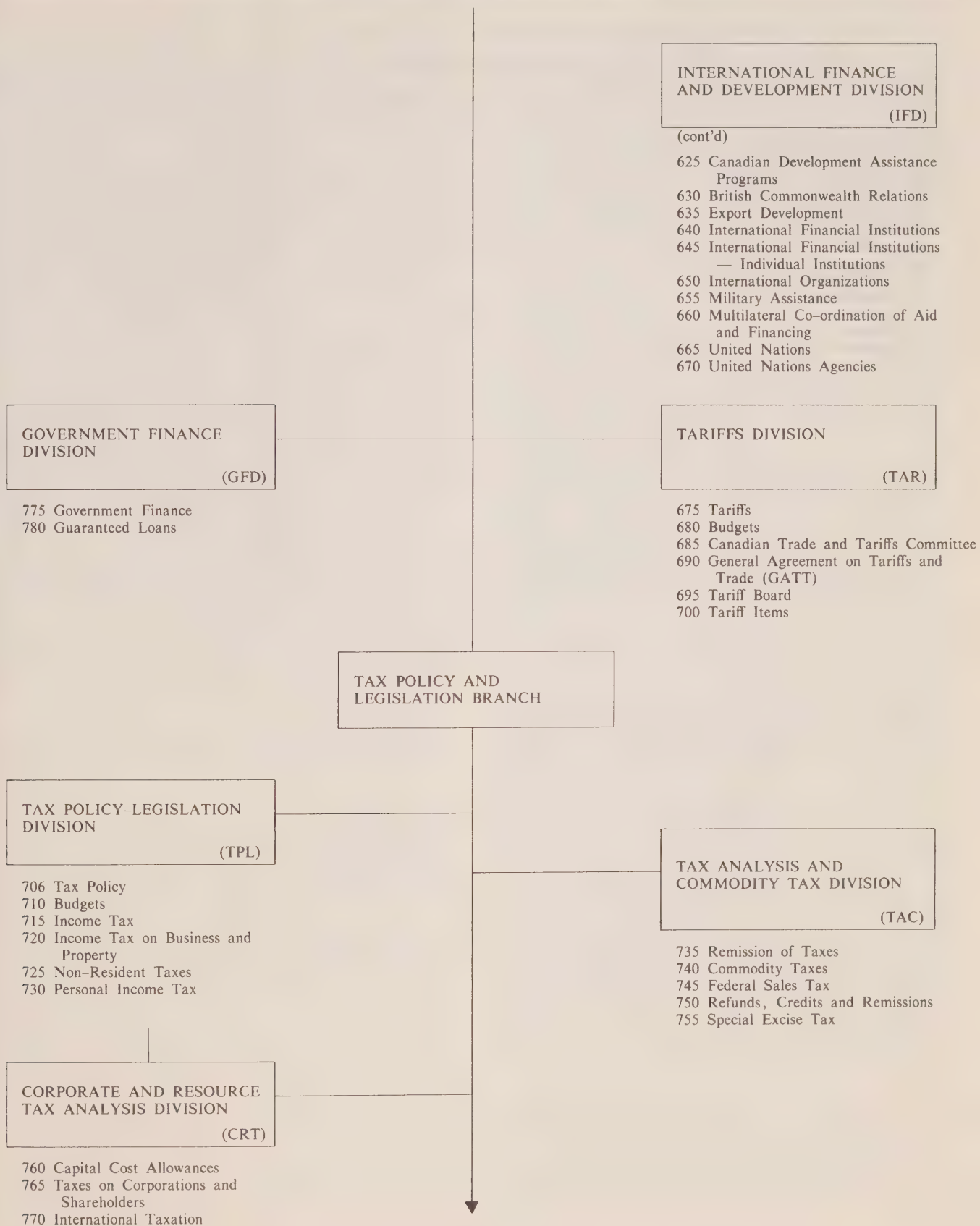
# DEPARTMENT OF FINANCE



# DEPARTMENT OF FINANCE



# DEPARTMENT OF FINANCE





## DEPARTMENT OF FINANCE

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ADMINISTRATION BRANCH  
(ADM)

901 Administration  
902 Acts and Legislation  
903 Administrative and Management Services  
904 Co-operation and Liaison  
905 Buildings and Properties  
906 Buildings  
907 Lands  
908 Utilities  
909 Equipment and Supplies  
910 Furniture and Furnishings  
911 Office Appliances  
912 Procurement  
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915 Accounts and Accounting  
916 Audits  
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918 Personnel  
919 Classification of Positions  
920 Employment and Staffing  
921 Human Resources  
922 Occupational Health, Safety and Welfare  
923 Official Languages  
924 Pensions and Insurance  
925 Salaries and Wages  
926 Staff Relations  
927 Training and Development

ACCESS TO INFORMATION  
CO-ORDINATOR  
DEPARTMENT OF FINANCE  
PLACE BELL CANADA, 24TH FLOOR  
160 ELGIN STREET  
OTTAWA, ONTARIO  
K1A 0R5

## Overall Responsibilities

The Department of Finance is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects — the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which affect the economy. Finance is vitally concerned with trade, monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and making proposals on both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department analyzes and appraises the economic situation and prospects in Canada and in other countries of interest to Canada; advises on fiscal and other economic policies and measures; recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management; advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters; participates in international negotiations and other meetings on trade, finance, taxation, economic development and other subjects and makes contributions to international finance institutions; advises on federal-provincial fiscal and economic relations policies, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments; and administers statutes on guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

In addition, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other Minister.

## Organization

The Department comprises eight branches: Consultations and Communications; Fiscal Policy and Economic Analyses; Financial Sector Policy Branch; Federal-Provincial Relations and Social Policy; Economic Programs and Government Finance; International Trade and Finance; Tax Policy and Legislation; and Administration. Each has divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Anti-dumping Tribunal, the Tariff Board, the Department of Insurance, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

## Access Procedures

All requests for information under the *Access to Information Act* should be addressed to:

Access to Information and Privacy Co-ordinator  
Department of Finance  
Place Bell Canada, 24th Floor  
160 Elgin Street  
Ottawa, Ontario  
K1A 0G5  
Telephone: (613) 992-6921

## Access to Information and Privacy Division

The division is responsible for receiving, clarifying and processing the requests submitted under the *Access to Information Act* and *Privacy Act*. It contacts Records Management and the branch(es) concerned by request and provides guidance and information on the search, retrieval and first stage analysis. The division is also responsible for ensuring that the requirements of the legislation are met and for the in-depth analysis of the case before its review by the Minister. The division must reply to enquiries submitted in person, by phone or mail as well as receive members of the public wishing to examine records in person. The division also provides seminars to the Department on the legislation and related guidelines, policies and procedures.

## Consultations and Communications Branch

### Consultations Division

The division has the responsibility of developing a systematic long term approach to the consultative process. Towards this end, the division makes and maintains contacts in every sphere of economic activity. The division also participates in departmental decision-making and helps make consultations a permanent feature of economic policy development. In addition, the division promotes two-way communications with the private sector.

The division has four basic functions: to propose, organize and follow up ministerial consultations on the economy, including pre- and post-budget; to propose, organize and co-ordinate departmental consultations with the private sector; to establish and maintain a network of private sector contacts across the country and across the sectors of society; to formulate policy on private sector liaison and on the Department's need for consultations, and to prepare strategies for dealing with specific issues, in consultation with the respective branch or division.

### Communications Policy and Strategy Division

This division is responsible for the development of media and public relations strategies including: researching and writing major speeches for the Minister and Minister of State on the government's economic policies and initiatives, advising on the public environment, and preparing communication plans and strategies for the Department's major initiatives, including the budget.

### Information Services and Media Relations Division

This division is responsible for implementing the departmental media and public relations program. It carries out an extensive media relations program, including preparation of departmental and ministerial announcements and statements, special briefings, and arrangements for meetings and news conferences. It edits and publishes departmental publications, including a major annual review of the Canadian economy, and various reports to Parliament. It works closely with the publications and graphics sections in the design, production and national distribution of the budget speech and related documents. The division publishes weekly reports on media coverage of financial and economic news and on parliamentary activity of significance to the Department of Finance. A unit within the division deals with enquiries and correspondence on taxation and general economic issues.

### Visits and Conferences Division

This division provides expertise and service for the Department in the areas of conferences and meetings, consultations with the private sector, visits of foreign dignitaries and senior officials, protocol, ministerial and executive escort, and official hospitality. It also

maintains liaison with its counterparts in provincial governments, international organizations and foreign embassies in Canada, the private sector, and Canadian service industries. The division operates a "special services" support operation for the Department which produces and distributes important and sensitive documents.

### Office of the Inspector General of Banks

The Inspector General of Banks has the statutory responsibilities for the administration of the *Bank Act* and responsibilities under the *Quebec Savings Banks Act*. The Inspector General functions as the supervisory authority for banks and banking in Canada.

#### Manuals

- Manual of Reporting Forms and Instructions — assists chartered banks in the preparation of reports for supervisory purposes.

### FISCAL POLICY AND ECONOMIC ANALYSES BRANCH

In assisting the government to decide on and implement financial and economic policies and measures that will best accomplish its major economic and other objectives, the branch analyzes and appraises the ongoing economic and financial situation and short- and medium-term prospects in Canada, nationally, by province and by industrial sector, and the economic performance of other countries of interest to Canada; studies the fiscal position of the Government of Canada and recommends measures to meet its requirements within appropriate fiscal policies, through expenditure, lending, taxation, debt management and cash management; recommends debt management policies for agent Crown corporations; studies the fiscal position of provincial governments; and maintains liaison with the Bank of Canada in the areas of monetary policy and the foreign exchange market, as well as with the Office of the Inspector General of Banks and the Department of Insurance concerning the regulation of financial institutions.

#### Fiscal Policy Division

The division advises on fiscal policy and analyzes its effects on the economy; analyzes and forecasts the financial requirements of the Government of Canada (this includes responsibility for quantifying the fiscal forecast framework for the government's overall medium-term expenditure plan); and monitors and analyzes the developing fiscal positions of other levels of government. In addition, the division reviews the form and content of the Public Accounts and other regularly published statements for which the Minister of Finance has responsibility under the *Financial Administration Act*.

#### Special Projects and Policy Analysis Division

The division undertakes research at the aggregate and sectoral level to assist in the development of economic projections and policy initiatives. The division identifies and analyzes policy options to deal with major structural issues. It is also responsible for preparing projections on energy prices and investments.

#### Economic Analysis Division

The division keeps the developing economic situation under review. It analyzes economic developments and prepares forecasts of production, employment, national income, consumption, capital spending, changes in the price level, the balance of payments and other major economic indicators. These analyses and forecasts are an essential ingredient of the view of policy for which the branch is responsible. The division also evaluates specific proposals and events often related to specific sectors or regions of the economy.

### Economic Forecasting Division

The division is responsible for the co-ordination, preparation and presentation of the economic forecast. It analyzes the economic situation in relation to the economic forecast and conducts both short-term and medium-term economic scenarios. The division also co-ordinates the development of macroeconomic modelling, particularly as it relates to economic forecasting and analysis. The provision and maintenance of electronic data processing facilities for the Department is also managed by this division.

### FINANCIAL SECTOR POLICY BRANCH

The branch has responsibility to the financial sector for policy analysis and advice, including the management of the federal government's borrowing program, the functioning of Canadian financial markets and institutions, and the macroeconomic impact of interest rates and the exchange rate.

#### Financial Institutions and Markets Division

The division has responsibility for analysis and policy development regarding financial institutions and markets in Canada. It provides current analysis of developments that have implications for Canadian institutions and markets. The division provides policy advice with respect to legislation applying to federally regulated financial institutions as well as other legislative or policy issues which have implications for financial institutions and markets. The division interacts with regulators of financial institutions, the Bank of Canada, responsible bodies at the provincial and international levels, and financial institutions, on matters affecting the financial sector.

#### Debt Management Division

The division has responsibility for policy analysis, recommendations and briefing with respect to the management of the public debt. The division has a detailed knowledge of securities markets procedures, and closely follows developments in these markets both in Canada and abroad. The division provides policy advice on debt management and makes recommendations on the amount, type, rate of interest and price, on all debt issues in both domestic and foreign markets. The division also provides some operational support to the government's borrowing activities. In addition, the division provides policy advice on the market borrowing activities, as well as advising the Minister in his or her role of approving individual debt issues of the Crown corporation.

#### Financial Analysis Division

The division has responsibility for financial market analysis and policy development from a macroeconomic perspective. It is comprised of a monetary analysis section and an exchange market section. The former has a specialized knowledge of economic theory, econometric techniques and financial markets in the United States. Its major functions include analysis of monetary policy and its interaction with fiscal policy; econometric modelling of Canadian financial markets; and the preparation of forecasts for the financial sector of the United States' economy. The exchange market section handles exchange rate and balance of payments analysis and manages the Exchange Fund Account, the chief repository of Canada's official international reserves.

### FEDERAL-PROVINCIAL RELATIONS AND SOCIAL POLICY BRANCH

The branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs. It also administers certain programs of assistance to provinces.



## DEPARTMENT OF FINANCE

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### Federal-Provincial Relations Division

The division is responsible for providing policy advice on federal-provincial fiscal arrangements, including joint occupancy of tax fields; revenue sharing with other levels of government; conditional and unconditional transfers to provincial governments; fiscal harmonization; and inter-governmental taxation. The division is responsible for the development, in consultation with the provinces, of legislation for and administration of the fiscal equalization program, provincial revenue stabilization program, the income tax collection agreements and other transfer payments to provinces; it is partially responsible for administering transfers to provinces for health and post-secondary education under established programs financing arrangements.

### Social Policy Division

The division is responsible for providing advice on policy and program development in the fields of manpower and employment, income security and socio-economic programs. The division provides advice on the social, economic and fiscal implications of such policies and programs. Manpower and employment policies include job creation, manpower training, unemployment insurance, minimum wage, labour standards, disadvantaged groups, immigration, and labour market adjustments. Income security policies include pensions for elderly, children's benefits and social assistance. Socioeconomic policies relate to housing, natives, northern development, national parks, justice, the penal system, health, education, culture, recreation, communications, human rights, status of women and research grants.

### ECONOMIC PROGRAMS AND GOVERNMENT FINANCE BRANCH

The branch is responsible for encouraging the development of policies and programs for Canada's natural resources; providing advice on program and policy formulation in the areas of industrial, regional and economic development, transportation, communications, science policy, food, agriculture, fisheries and forestry; carrying on the financial operations of government; formulating policies on government loans, investments and guarantees; and recommending the budgets of Crown corporations for the approval of the Governor-in-Council.

### Energy and Resource Policy Division

The division examines proposals made by other government departments on a variety of energy and resource policies, including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development and environment; evaluates their economic and fiscal impact and makes recommendations to the Minister of Finance on the potential public benefits of these proposals.

### Economic Development Division

The division provides advice on program and policy formulation of other departments in the areas of industrial development, regional development, transportation, communications, science policy, economic development, food, agriculture, fisheries and forestry.

The division is also involved in inter-departmental policy reviews, consultations with the private sector, industry sector analysis, and project and program evaluation, as well as for the administration of existing programs through representation on inter-departmental or federal-provincial boards and committees.

### Corporate Finance Division

This division is the center of expertise within the Department for financial and micro-economic analysis of corporations in Canada. The division monitors the financial health of corporate Canada, providing

policy advice to the Minister of Finance on matters which are assigned by the assistant deputy minister on an ad-hoc basis and which require substantial analysis by the Department itself. The division provides expert assistance in financial analysis and evaluation in support of specific studies being led by other divisions in the Department or other departments. Finally, the division monitors corporate activity in the Canadian financial markets and undertakes in-depth studies and related research.

The division is organized into three sections: Special Projects and Methods Development; Corporate Financial Analysis; and Financing Policy Evaluation. Since the division's workload is highly variable in terms of both breadth and intensity, a considerable reliance is placed on expert consultants. A substantial part of the division's work is in-depth analyses or evaluations, resulting in research reports either with or without policy recommendations, depending on circumstances. Another responsibility of the division is to maintain strong communication links with the corporate sector and the financial institutions at a working level. This is accomplished through the exchange of information concerning, and co-operation in, special studies as well as through regular consultation on current policy issues.

### Crown Corporations Directorate

This directorate has been created to act as the focal point within the central agencies for the government's relations with Crown corporations, and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

The directorate has been established through the integration of the resources responsible for the activities of Crown corporations in the Government Finance Division of the Department of Finance, and the Crown Corporations Division of the Treasury Board Secretariat.

This new directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the assistant deputy minister of the Economic Programs and Government Finance Branch, and to the deputy secretary, Program Branch, of the Treasury Board Secretariat.

The directorate has primary responsibility for advising the President and members of the Treasury Board on the financial requirements of Crown corporations and their subsidiaries, and for the development of policy and legislation governing Crown corporations in general.

Specific responsibilities of the directorate include: the provision of advice and recommendations to the President and the Treasury Board on estimates and other submissions on Crown corporations; the provision of advice and recommendations to the President and the Treasury Board on the operating budgets, capital budgets and corporate plans of Crown corporations; the analysis of Cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Treasury Board; the development of policy and, periodically, legislation on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and the undertaking of special projects, from time to time, at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

### INTERNATIONAL TRADE AND FINANCE BRANCH

The branch has primary responsibility within the Department for international trade, investment and economic co-operation; the Canadian customs tariff and other legislation governing imports; the international monetary system; and international development assistance and export financing.

## DEPARTMENT OF FINANCE

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The branch represents the Department in international finance and trade negotiations, in international organizations, and in regional and sub-regional financial institutions.

### International Economic Relations Division

The division participates in the development of Canada's policies on international trade (including commodities), investment and economic co-operation. It provides advice on the effect of changes in the world trading environment on the Canadian economy and evaluates the trade implications of domestic economic policies and their impact on economic relations with other countries. It participates in the negotiation of bilateral and multilateral trade and economic arrangements with other countries, and in trade and commercial policy work in international organizations. The division is also responsible for legislation affecting countervailing and anti-dumping duties and safeguard measures, and it receives, reviews and makes recommendations on representations for changes in legislation governing imports.

### International Finance and Development Division

The division is responsible for international monetary and financial issues, including Canada's relations with the International Monetary Fund, Organization for Economic Co-operation and Development (OECD) matters, Canada's balance of payments, international reserves, the exchange rate and related matters.

The division concerns itself with broad development assistance issues and policies, Canada's financial and policy interests in international financial institutions, such as the World Bank and regional development banks; and Canadian involvement in the United Nations and related organizations.

The division is also responsible for advice and policy recommendations on financial matters related to developing and socialist countries, including balance of payments, support measures and debt rescheduling negotiations.

In addition, the division co-ordinates the formulation of departmental policy proposals on export financing, with particular reference to the activities of the Export Development Corporation (EDC), Canadian Commercial Corporation (CCC), credit grain sales and other programs of financial support to Canadian exporters. The division is also responsible for Canadian participation in the OECD export credits arrangement.

### Tariffs Division

The division investigates, conducts economic assessments and reports on proposals for amendments to the customs tariff and related matters, such as customs valuation and surtax. It prepares references to the Tariff Board and, reviews and makes recommendations on reports made by the Board. It participates in international trade negotiations, and reviews and makes recommendations on proposals affecting Canada's commitments under the General Agreement on Tariffs and Trade (GATT) and related agreements, to the extent they relate to the customs tariff, its bilateral trading arrangements, the generalized system of preferences for developing countries, and various customs, conventions and agreements.

### Government Finance Division

The division provides advice on policy formulation concerning loans, investments and guarantees by the government; recommends terms and conditions on government loans to Crown corporations and other borrowers, and calculates interest rates designed to recover the government's cost of borrowing; carries out viability analyses of commercial projects recommended for loan guarantees and sets the terms and conditions under which the guarantee is to be extended;

reviews and advises on capital budgets of Crown corporations and provides assistance to wholly-owned corporations proposing to raise funds for capital projects in the private markets; participates in legislative proposals for creating new Crown corporations and advises on required financial provisions; participates in the development of government policy on the direction, control and accountability of Crown corporations; and is involved in the review of the financial structures of Crown corporations and special financial problems of wholly-owned corporations.

### TAX POLICY AND LEGISLATION BRANCH

The branch undertakes analysis of, and makes recommendations on tax policy, and is responsible for maintaining a tax system that raises revenues and targets incentives to meet the government's goals.

The branch consists of the Tax Policy — Legislation Division, the Tax Analysis and Commodity Tax Division, Corporate and Resource Tax Analysis Division, and Tax Counsel Division. The divisions are responsible for assessing tax policy implications, but from different perspectives.

The branch is not responsible for the actual collection of taxes or the interpretation of tax law.

#### Tax Policy — Legislation Division

The division analyzes particular income tax-related issues applicable to persons, corporate entities and tax-exempt entities; provides advice and recommendations for changes in federal tax legislation other than sales and excise tax law, with particular emphasis on the commercial and legal implications of proposed changes; and analyzes proposals for tax changes submitted by all sources.

This division is also responsible for preparing tax legislation other than sales and excise tax laws, and aiding the Minister in guiding its passage through Parliament.

#### Tax Analysis and Commodity Tax Division

The responsibilities of the division include economic and quantitative analyses of federal tax policies in the areas of personal income tax, international tax, sales and excise taxes, and policies of all other levels of government that have an impact on the tax system.

The division is also responsible for preparing sales and excise tax legislation and aiding the Minister in its passage through Parliament.

#### Corporate and Resource Tax Analysis Division

The responsibilities of this division include economic and quantitative analyses of federal income tax policies in the areas of corporate income tax, international tax, and resources taxes for all other levels of government, under a variety of statutes and policies that have an impact on the tax system.

#### Tax Counsel Division

The division consists of lawyers from the Department of Justice who provide a range of legal services to the Tax Policy and Legislation Branch covering all aspects of income taxation. Its responsibilities include the drafting of the amendments to the *Income Tax Act* and related statutes as well as the giving of advice and legal opinions on income taxation matters.

#### Administration Branch

The role of this branch is to assist the secretary of the Treasury Board, the Comptroller General and the deputy minister of Finance in the management of the internal administration of their organizations



## DEPARTMENT OF FINANCE

and to provide financial, personnel, administrative and management advice to branches and divisions.

The branch consists of five divisions: Administrative Services; Financial Services; Personnel Division; Professional and Technical Services; and Systems Division. In addition to the functions of these divisions the branch is responsible for a number of other activities which are under the direction of the Director General. These are: task force organization; co-ordination of the Canada Savings Bonds campaign and the United Way campaign for the three departments; co-ordination of blood donor clinics; co-ordination of one-time campaigns; 1981 Census, Children's Hospital of Eastern Ontario fund-raising campaign; and administration of the Suggestions Award Program.

### Classes of Records

FIN/IGB-005 *Formerly Identified as:* FIN-10

#### **Inspector General of Banks**

*Description:* Material on the dealings of the Office with other supervisory bodies at the federal, provincial, international and private sector levels. *Topics:* Enquiries; bank closures; Bank for International Settlements — Committee on Banking Regulations and Supervisory Practices; Bank of Canada — returns; Canadian Bankers Association; Canada Deposit Insurance Corporation — trust companies; credit unions and co-operatives; federal-provincial relations; Government of Canada banking business; Royal Commission on Banking and Business.

FIN/IGB-010 *Formerly Identified as:* FIN-20

#### **Acts and Legislation**

*Description:* Material on provincial legislation which affects the Office; also information on the *Quebec Savings Banks Act*, for which the Office has responsibility. *Topics:* Provincial Acts and legislation; *Québec Savings Banks Act*.

FIN/IGB-015 *Formerly Identified as:* FIN-30

#### **Bank Act**

*Description:* Information on the two most recent revisions to the *Bank Act*. *Topics:* The *Bank Act*, administration, revisions of 1967 and 1980; Regulations.

FIN/IGB-020 *Formerly Identified as:* FIN-40

#### **Chartered Banks**

*Description:* Information on certain administrative sections of the *Bank Act*, practices of banks in specific activities and sectors, and complaints concerning banks. *Topics:* Amalgamations; appropriation for contingencies and income tax; auditors; by-laws; Canadian and foreign branches; complaints — accounts, cheques, deposits, loans, mortgages; customer services; incorporations; interest and discount rates; international returns; loans; signing officers; studies — accounting policies; supervision.

FIN/IGB-025 *Formerly Identified as:* FIN-50

#### **Chartered Bank — Investments**

*Description:* Material on the investments by banks in other enterprises in Canada and abroad. *Topics:* Canadian corporations — investments by banks; foreign corporations — bank investments.

FIN/IGB-030 *Formerly Identified as:* FIN-60

#### **Chartered Banks — Reports and Returns**

*Description:* Financial or statistical returns filed by individual banks in compliance with reporting requirements. *Topics:* Assets and liabilities — foreign currency, geographical distribution booked in Canada, regional distribution; cash and secondary reserves; classification of loans; deposits in liabilities payable in Canadian currency; revenues and expenses; shareholders and shares held;

consolidations; forms and instructions — monthly, quarterly, semi-annually, annually.

FIN/IGB-035 *Formerly Identified as:* FIN-70

#### **Chartered Banks — Securities**

*Description:* Material on the holdings by banks of the securities of other companies and the issue of securities by banks. *Topics:* Debentures and term preferred shares; securities issued by the banks — prospectuses.

FIN/IGB-040 *Formerly Identified as:* FIN-80

#### **Computer Communications**

*Description:* Material on the areas of computer communications which are of interest to the Office of the Inspector General of Banks. *Topics:* Banks in data processing; payments systems.

FIN/IGB-045 *Formerly Identified as:* FIN-90

#### **Foreign Banks**

*Description:* Information on the activities of foreign banks in Canada and the ability of Canadian banks to establish abroad. *Topics:* Non-bank affiliates — exemption orders; reciprocity and supervisory practices — United States; representative offices.

FIN/IGB-050 *Formerly Identified as:* FIN-91

#### **International**

*Description:* Material on international financial and monetary systems, currency exchange, international funding systems, nation risks and exposures, and international economic information. *Topics:* International exchange, funding and monetary systems; international financial situation; nation risks; Organization for Economic Co-operation and Development (OECD).

FIN/FPD-055 *Formerly Identified as:* FIN-100

#### **Fiscal Forecasting and Budgetary Analysis**

*Description:* Information on federal government expenditure planning, the forecasting of the government's fiscal position, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; revenues and taxes.

FIN/FPD-060 *Formerly Identified as:* FIN-110

#### **Provincial and Local Government Forecasting and Analysis**

*Description:* Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; inter-governmental fiscal relations; provincial and local fiscal situation and outlook.

FIN/FPD-065 *Formerly Identified as:* FIN-120

#### **Policy Analysis**

*Description:* Information on economic impact studies of potential fiscal measures and the preparation of macroeconomic policy recommendations. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; international fiscal comparisons; econometric models; macroeconomic theory and policy.

FIN/FPD-070 *Formerly Identified as:* FIN-130

#### **Anti-Inflation Board**

*Description:* Information on the operations of the Anti-Inflation Board (AIB) from 1975 to 1979. It includes the remaining files and material previously held by the AIB. *Topics:* Chairman and executive office; communications; compensation — individual cases, audit files, projects, advertisements; economic research, prices and profits — individual cases; petroleum — policy introduction, professional incomes and regulated industries, resources and construction, technical information; professionals — individual cases — audit files, enquiries; minutes of board and agendas; records of decision. *Retrievability:* The AIB file classification is stored at the Public Archives Records Centre.



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FIN/FPD-075 *Formerly Identified as:* FIN-140

### **National Commission on Inflation**

*Description:* Information on the operations of the Commission, established in 1979. It includes the remaining files and material previously held by the Commission. *Topics:* Complaints; consumer bulletins; enquiries; food price index; monitoring.

FIN/SPA-080 *Formerly Identified as:* FIN-230

### **Special Projects and Policy Analysis**

*Description:* General information on the work of the division; forecasts and studies for the Department of Finance *Topics:* Budgets; national unity; provincial programs; equalization; medium-term projections — assumptions; productivity; investment and savings; inflation; wages; population; labour force; unemployment; balance of payments.

FIN/SPA-085 *Formerly Identified as:* FIN-240

### **Energy**

*Description:* Forecasts and studies on the effects of policies, programs and initiatives in the energy sector of the economy and material gathered during their preparation. *Topics:* Financing; assumptions; investments; strategies; prices — world and domestic; pipelines; supply and demand; petroleum incentive payments.

FIN/SPA-090 *Formerly Identified as:* FIN-250

### **Economic Policies**

*Description:* Forecasts and studies on the effects of Canadian and foreign economic policies, programs and initiatives on Canada's economy and background material. *Topics:* Economic developments; regional economic programs; economic commissions, committees, conferences and meetings; economic indicators, strategies; competition policy; sectors of the Canadian economy; monetary policy; anti-inflation policies; Anti-Inflation Board; National Centre for Productivity; Auto-Pact.

FIN/SPA-095 *Formerly Identified as:* FIN-260

### **Fiscal Policy**

*Description:* Forecasts and studies on the effects of the federal government's fiscal policy and material gathered during their preparation. *Topics:* Decontrol; government spending; national accounts; capital markets; fiscal framework; federal expenditures; revenue allocation.

FIN/SPA-100 *Formerly Identified as:* FIN-270

### **International Affairs**

*Description:* Forecasts and studies on the effects of Canadian and foreign initiatives in international trade and finance and material gathered during their preparation. *Topics:* Auto-Pact; balance of payments; imports and exports; multilateral trade negotiations; commodity trade; foreign ownership; Organization for Economic Co-operation and Development (OECD); General Agreement on Tariffs and Trade (GATT); International Monetary Fund (IMF); Senior Economic Advisers to the Economic Commission for Europe; economic summits.

FIN/SPA-105 *Formerly Identified as:* FIN-280

### **Social Policy**

*Description:* Forecasts and studies on the effects of social policies, programs and initiatives in Canada and material gathered during their preparation. *Topics:* Immigration; Health and Welfare Canada; income distribution; pensions; interprovincial migration; community employment strategy; Employment and Immigration Canada.

FIN/EAD-110 *Formerly Identified as:* FIN-290

### **Economic Analysis**

*Description:* General information on analyses of past, present and future economic conditions in Canada. *Topics:* Associations, outside agencies; committees; budgets; conferences; private sector newsletters;

fiscal and monetary policies; federal-provincial considerations; seminars.

FIN/EAD-115 *Formerly Identified as:* FIN-300

### **United States Analysis Section**

*Description:* Information on United States economic developments and their likely impact on Canadian trade and other important economic variables. *Topics:* Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of Canadian trade and United States economic conditions.

FIN/EAD-120 *Formerly Identified as:* FIN-310

### **Macro-Analysis Section**

*Description:* Information and analysis of past and present economic conditions in Canada and forecasting of short- and medium-term quarterly performances of the Canadian economy. *Topics:* Consumer price index, inflation; economic assessment and review; government and foreign sectors; consumer credit; econometric models; model simulations; private sector forecasts; personal expenditures; business investments; housing; labour market; prices; costs and productivity; general economic conditions; national accounts; economic assessment and review; business cycles.

FIN/EAD-125 *Formerly Identified as:* FIN-320

### **Regional and Sectoral Analysis**

*Description:* Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Federal-provincial relations; regional and sectoral analysis — provinces, regions, industries and sectors; labour market developments.

FIN/EFD-130 *Formerly Identified as:* FIN-321

### **Economic Forecasting**

*Description:* Information on the forecasting of the short-term quarterly performance of the Canadian economy. *Topics:* Econometric models; private sector forecasts; national accounts forecasts; personal expenditures; business investment; housing; foreign trade; labour market; prices; quarterly forecast model simulations and business cycles.

FIN/EFD-135 *Formerly Identified as:* FIN-322

### **Macroeconomic Model Development**

*Description:* Information on macroeconomic model development. *Topics:* Econometric modelling; consumption models; investment models; inventory models; trade models; balance of payment models; exchange rate models; expectations models; United States models; comparative models.

FIN/EFD-140 *Formerly Identified as:* FIN-323

### **Data Processing and EDP**

*Description:* Information on computer hardware and software systems in the Department, and technical aspects of computer systems development and model specifications. *Topics:* Computers, systems development; data processing; graphics; model development; operations.

FIN/FIM-145 *Formerly Identified as:* FIN-150

### **Capital Markets**

*Description:* General information on the federal government's involvement in capital markets. *Topics:* Capital markets; the *Interest Act*; financial markets — equity markets; small loans.

FIN/FIM-150 *Formerly Identified as:* FIN-190

### **Financial Institutions**

*Description:* General information on Canadian financial institutions such as banks, trust companies, investment companies and insurance companies, the development of policies on these institutions and the revision of Acts related to them. *Topics:* Chartered banks; The *Bank Act*; co-operative credit associations; insurance companies, legislation;

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investment dealers; mortgage corporations; sales, finance and consumer loan companies; trust and loan companies; pension funds.

FIN/FIM-155 *Formerly Identified as:* FIN-200

### **Bank of Canada**

*Description:* Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to the Minister of Finance.

FIN/FIM-160 *Formerly Identified as:* NO REFERENCE

### **Financial Markets (New)**

*Description:* Information on financial markets in Canada. *Topics:* Financial markets; personal sector; mortgage market; corporate sector; monetary policy.

FIN/DMD-165 *Formerly Identified as:* FIN-160

### **Bonds and Securities**

*Description:* Information on the development of policies on the issue and cancellation of government bonds and securities and the sale of Government of Canada bonds and treasury bills. *Topics:* Bonds; cancellation of securities; Government of Canada bonds; perpetual bonds 3% — 1936; securities deposit matters; treasury bills; wartime loans and bonds. *Retrievability:* Information on specific Government of Canada bonds is filed by date of issue.

FIN/DMD-170 *Formerly Identified as:* FIN-170

### **Canada Savings Bonds**

*Description:* General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues of Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims.

FIN/DMD-175 *Formerly Identified as:* FIN-180

### **Financing Abroad**

*Description:* Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; provincial, municipal and corporate direct and guaranteed financing bond issues — domestic and foreign.

FIN/FAD-180 *Formerly Identified as:* FIN-710

### **Balance of Payments**

*Description:* Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States.

FIN/FAD-185 *Formerly Identified as:* FIN-720

### **Official International Reserves and Exchange Rates**

*Description:* Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics:* *The Currency Act*; Official International Reserves; Exchange Fund Account; gold; Canadian dollar — analysis reports; international financial and exchange markets.

FIN/FAD-190 *Formerly Identified as:* FIN-210

### **Financial Developments**

*Description:* General information on financial developments in Canada. *Topics:* Financial markets; interest rates — analysis and forecasts.

FIN/FAD-195 *Formerly Identified as:* FIN-221

### **Financial Modelling**

*Description:* Subject headings related to the various aspects of financial modelling and policy analysis for the Canadian and United States economies. In particular, these include data and material on macro policies, domestic and international financial flows and, financial models and forecasts for the two economies. *Topics:* Interest rates; money demand; general research.

FIN/FPR-200 *Formerly Identified as:* FIN-960

### **Federal-Provincial Relations**

*Description:* General information on federal-provincial relations and topics not covered in specific classes of records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; the Constitution of Canada — committees; inter-governmental liaison for fiscal and economic matters; national unity; implementation of the multicultural policy; Subcommittee on Joint Programs.

FIN/FPR-205 *Formerly Identified as:* FIN-970

### **Fiscal Arrangements**

*Description:* Information on the development leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, established program financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements; 1982 Equalization and Tax Collection Agreements.

FIN/FPR-210 *Formerly Identified as:* FIN-980

### **Equalization**

*Description:* Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants.

FIN/FPR-215 *Formerly Identified as:* FIN-990

### **Established Programs**

*Description:* Information on certain aspects of established programs such as Québec Youth Allowances, contracting-out and others. Information on the main components of this program, namely medical, hospital insurance and post-secondary education, is to be found under other classes. *Topics:* Québec; financing.

FIN/FPR-220 *Formerly Identified as:* FIN-1000

### **Education**

*Description:* Information on federal-provincial shared cost programs for post-secondary education. *Topics:* Post-secondary — associations, financial assistance and grants, fiscal transfers, studies; student aid.

FIN/FPR-225 *Formerly Identified as:* FIN-1010

### **Conditional Grants and Shared-Cost Programs**

*Description:* Information on conditional grants and programs where the cost is shared by the federal and provincial governments, such as those provided under health financing agreements.

FIN/FPR-230 *Formerly Identified as:* FIN-1020

### **Unconditional Grants and Transfers**

*Description:* Information on grants and transfers of funds without conditions from the federal to the provincial governments. *Topics:* Confederation debt payments; *Public Utilities Income Tax Transfer Act*.

FIN/FPR-235 *Formerly Identified as:* FIN-1030

### **Conferences, Committees and Meetings**

*Description:* Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee subcommittees — economic and financial data, income tax allocation formula, inter-governmental taxation, equalization, fiscal arrangements; first ministers; health; interprovincial; ministers of finance and provincial treasurers; welfare.



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FIN/FPR-240 *Formerly Identified as:* FIN-1040

### **Expenditure Reductions — 1978**

*Description:* Information on the federal government's 1978 program to modify its contribution to certain shared-cost programs.

FIN/FPR-245 *Formerly Identified as:* FIN-1050

### **Federal-Municipal Relations**

*Description:* Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance.

FIN/FPR-250 *Formerly Identified as:* FIN-1060

### **Halifax Relief Commission**

*Description:* Information on the commission set up to administer the funds set aside for the victims of the 1917 explosion in Halifax.

FIN/FPR-255 *Formerly Identified as:* FIN-1070

### **Northwest and Yukon Territories Financial Matters**

*Description:* Information on financial negotiations and agreements between the federal government and the territorial authorities on financial and taxation matters.

FIN/FPR-260 *Formerly Identified as:* FIN-1080

### **Offshore Mineral Rights**

*Description:* Information on the question of ownership of minerals under the ocean, including Canada Oil and Gas Permits, continental shelf boundary and the sharing of revenues.

FIN/FPR-265 *Formerly Identified as:* FIN-1090

### **Miscellaneous Provincial Matters**

*Description:* General information on programs and activities within each province, not involving the federal government, on such matters as provincial budgets, estimates and legislation.

FIN/FPR-270 *Formerly Identified as:* FIN-1100

### **Regional Allocation**

*Description:* Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. *Topics:* Public finance.

FIN/FPR-275 *Formerly Identified as:* FIN-1110

### **Succession Duties and Gift Tax**

*Description:* Information on the estate and gift taxes collected by the federal government on behalf of the provincial governments and the federal-provincial agreements on this subject prior to 1972.

FIN/FPR-280 *Formerly Identified as:* FIN-1120

### **Taxation**

*Description:* Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. *Topics:* Corporation Income Tax; oil and gas; sales tax.

FIN/FPR-285 *Formerly Identified as:* FIN-1130

### **Inter-governmental Taxation**

*Description:* Information on the taxation of one level of government by another and the payments of grants in lieu of taxes. *Topics:* Reciprocal taxation agreements with provinces regarding commodity taxes and motor vehicle registration fees; conferences, committees, meetings, and correspondence.

FIN/SPD-290 *Formerly Identified as:* FIN-1140

### **Manpower Policy**

*Description:* General information on the development of policy in the area of manpower programs.

FIN/SPD-295 *Formerly Identified as:* FIN-1150

### **Employment and Unemployment**

*Description:* Information on the development of policy on employment and unemployment, and programs pertaining to these two areas. *Topics:* Federal-Provincial Employment Loans Program; Local Initiatives Program (LIP); Special Development Loan Fund; winter programs; Winter Capital Projects Fund; Employment Tax Credit.

FIN/SPD-300 *Formerly Identified as:* FIN-1160

### **Labour**

*Description:* Information on the development of policy on labour standards, the labour force and labour-management relations. *Topics:* Labour-management relations; transportation strikes.

FIN/SPD-305 *Formerly Identified as:* FIN-1170

### **Occupational Training**

*Description:* Information on the programs set up for the training of workers. *Topics:* Adult occupational training; technical and vocational training.

FIN/SPD-310 *Formerly Identified as:* FIN-1180

### **Wage Standards**

*Description:* Information on wages in the private and public sectors on topics such as fair wages, minimum wages and wages of Members of Parliament.

FIN/SPD-315 *Formerly Identified as:* FIN-1190

### **Social Development Programs and Policies**

*Description:* General information on the development of social policies, committees and meetings on the subject, envelope expenditures and programs not covered under specific classes.

FIN/SPD-320 *Formerly Identified as:* FIN-1200

### **Tax Transfer Integration Task Force**

*Description:* Information on a task force set up in 1976 to examine the feasibility of integrating into the tax system existing federal government transfer payments to individuals. The task force submitted its report in 1978.

FIN/SPD-325 *Formerly Identified as:* FIN-1210

### **Health**

*Description:* Information on the development of policies on health programs. *Topics:* Drugs; sports; *Canadian Health Act*.

FIN/SPD-330 *Formerly Identified as:* FIN-1220

### **Immigration**

*Description:* Information on the development of policies on immigration and refugees.

FIN/SPD-335 *Formerly Identified as:* FIN-1230

### **Native Peoples**

*Description:* Information on the development of financial policies dealing with native peoples.

FIN/SPD-340 *Formerly Identified as:* FIN-1240

### **Liaison with Other Federal Departments**

*Description:* Information on the development of policies and legislation that are the responsibility of other federal departments. *Topics:* Department of Justice legislation; Secretary of State; Solicitor General Canada.



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FIN/SPD-345 *Formerly Identified as:* FIN-1250

### **Urban Affairs**

*Description:* Information on the development of policies on urban affairs, including housing, federal land management, and the federal urban domain.

FIN/SPD-350 *Formerly Identified as:* FIN-1260

### **Welfare**

*Description:* Information on the development of policies and the administration of programs pertaining to welfare, social security and veterans' affairs.

FIN/SPD-355 *Formerly Identified as:* FIN-1270

### **Women**

*Description:* General information on the development of policies on women and specific information on women's groups and the Royal Commission on the Status of Women.

FIN/SPD-360 *Formerly Identified as:* FIN-1280

### **Pensions**

*Description:* Information on the development of pension policies. *Topics:* Members of Parliament pensions; pension reform; public service pension plans; Canada Pension Plan financing; Canada Pension Plan benefits — survivors, disability, retirement; *Pension Benefit Standards Act*.

FIN/SPD-365 *Formerly Identified as:* FIN-1290

### **Northern Development**

*Description:* Information on the development of social policies in the north.

FIN/SPD-370 *Formerly Identified as:* FIN-1300

### **Culture**

*Description:* Information on the development of cultural policies.

FIN/SPD-375 *Formerly Identified as:* FIN-1310

### **Income Security**

*Description:* Information on income transfer programs. *Topics:* Old Age Security, the Guaranteed Income Supplement and Spouses Allowance; Child Benefit System — Family Allowance, Child Tax Credit and Child Tax Exemption.

FIN/SPD-380 *Formerly Identified as:* FIN-1320

### **Unemployment Insurance**

*Description:* Information on the development of unemployment insurance policies.

FIN/SPD-385 *Formerly Identified as:* FIN-1330

### **Expenditure Management**

*Description:* Information on federal expenditures on social programs.

FIN/ERP-390 *Formerly Identified as:* FIN-330

### **Electrical Power**

*Description:* Information on the development of policies on hydro-electrical power, electricity trade and specific projects. *Topics:* Lower Churchill Development Corporation; projects.

FIN/ERP-395 *Formerly Identified as:* FIN-340

### **Nuclear Power**

*Description:* General information on electrical power generated by nuclear means: includes the *Atomic Energy Control Act* and Board, the Atomic Energy Advisory Panel, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada and construction of plants to produce heavy water in Canada. *Topics:* Atomic Energy Advisory Panel; domestic projects; liability; non-proliferation and safeguards; heavy water, plants; foreign relations, research and development programs.

FIN/ERP-400 *Formerly Identified as:* FIN-350

### **Conservation and Renewable Energy**

*Description:* Information on policy initiatives and programs in the field of renewable energy and conservation. *Topics:* Conservation programs; renewable energy programs.

FIN/ERP-405 *Formerly Identified as:* FIN-360

### **Environment (Revised)**

*Description:* General information on the environment, including conferences, committees, material originating with Environment Canada, and all forms of air, industrial and water pollution; designation of sites as historically important, including documents on specific sites and on Heritage Canada; designation and administration of national parks; water as a Canadian resource; international negotiations and agreements between Canada and the United States on water resources; flood prevention measures; ocean resource management; and specific projects, committees and studies dealing with water management in all regions of Canada. *Topics:* Environment Canada, committees; historic sites; national parks; pollution, industrial; research programs; water — international, International Joint Commission, pollution, national, regional, Prairies.

FIN/ERP-410 *Formerly Identified as:* FIN-370

### **Minerals**

*Description:* General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals, the sale of gold to the Royal Canadian Mint and agreements on the sale of uranium to foreign countries. *Topics:* Legislation; coal; commodities; companies; gold; policy review; task forces; uranium, legislation, production and sales.

FIN/ERP-415 *Formerly Identified as:* FIN-380

### **Northern Development**

*Description:* General information on all aspects of development in the Northwest and Yukon Territories and the extreme northern parts of provinces, including committees, native land claims, programs to Indians and Inuit and the establishment and maintenance of transportation systems. *Topics:* Advisory Committee; Inuit and Indians; financial support; resources, land claims issues, minerals, oil and gas; senior policy committee on northern resources development projects; transportation, railways, roads.

FIN/ERP-420 *Formerly Identified as:* FIN-390

### **Oil and Gas (Revised)**

*Description:* Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, pipelines) and proceedings of intergovernmental and interdepartmental committees. *Topics:* Natural gas; Arctic Islands Liquefied Natural Gas; Canada Lands; exports; heavy oil and tar sands; imports; industry; legislation; Petro-Canada; sector and policy; taxation issues; pipelines; Deputy Ministers' Committee, gas; substitution programs; Task Force on Northern Oil Development.

FIN/ERP-425 *Formerly Identified as:* NO REFERENCE

### **Energy Resources Policy (New)**

*Description:* General information of the energy and resources policies of the federal government. *Topics:* Canada/United States relations; conferences, committees and meetings; relations with provinces; research and technology.

FIN/EDD-430 *Formerly Identified as:* FIN-440

### **Economic Development**

*Description:* General information on the development of sectors of the economy, including material on meetings of the Board of Economic Development Ministers. *Topics:* Board of Economic Development Ministers; Economic Councils — Economic Council of Canada; Tax

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Measures Review — reports, interim, final; computer communications — working groups; search-and-rescue; Cabinet Committee on Economic and Regional Development (CCERD).

FIN/EDD-435 *Formerly Identified as:* FIN-450

### Industrial Development

*Description:* General information on government programs set up to help in the development of the industrial sector of the economy, and the impact and benefits of purchases of goods and services by the federal government. *Topics:* Committees, conferences and meetings; metric conversion; small businesses; technological innovation; government procurement — long-range patrol aircraft, sectors.

FIN/EDD-440 *Formerly Identified as:* FIN-460

### Industrial Development — Incentives Programs

*Description:* Information on specific incentives programs set up by the federal government to give financial or other assistance to private industries in order to encourage and facilitate their development. *Topics:* Development of pollution abatement technology; Enterprise Development Program — adjustment assistance, board, innovation assistance; General Adjustment Assistance Program — board, projects; Program for the Advancement of Industrial Technology.

FIN/EDD-445 *Formerly Identified as:* FIN-470

### Industrial Development by Sector

*Description:* Information on the development of certain sectors of industry and the federal government's efforts in encouraging this development. *Topics:* Aerospace — Canadair, Challenger Aircraft, De Havilland Aircraft of Canada Limited, DHC-7, short take-off and landing (STOL) aircraft; automotive; chemicals; electrical and electronics; foodstuffs; forest products — pulp and paper; petrochemicals; shipbuilding — committees and task forces; textiles; tourism.

FIN/EDD-450 *Formerly Identified as:* FIN-480

### Regional Development

*Description:* Information on the development of various sectors of the economies of Canada's regions, such as tourism, resources and industrial, and specific programs such as the *Agriculture and Rural Development Act* and the Fund for Rural Economic Development. *Topics:* Incentives programs, *Regional Development Incentives Act*, Regional Development Incentives Board; general development agreements, subsidiary agreements. *Retrievability:* Information on sectors of the economies of specific regions or provinces is divided by sector, region and province.

FIN/EDD-455 *Formerly Identified as:* FIN-490

### Regulatory Policies

*Description:* Information on the development of regulatory policies. *Topics:* Competition; bankruptcies; copyrights; patents; trademarks.

FIN/EDD-460 *Formerly Identified as:* FIN-500

### Science

*Description:* Information on the development of policies on scientific activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Committees; projects; Science Council of Canada.

FIN/EDD-465 *Formerly Identified as:* FIN-510

### Telecommunications

*Description:* Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and telephones. *Topics:* Radio and television; satellites; telephones.

FIN/EDD-470 *Formerly Identified as:* FIN-520

### Transportation

*Description:* Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Bridges; Canadian Transport Commission; civil aviation — airports, individual, Mirabel, committees; ferries; harbours and ports — commissions, construction, small craft harbours; highways and roads — Inter-departmental Highway Committee, safety, Trans-Canada Highway; Northumberland Strait Crossing; railways — companies, freight, passenger services; shipping — legislation, maritime code, Canadian Merchant Marine; urban transportation — assistance program.

FIN/EDD-475 *Formerly Identified as:* FIN-530

### Food Policy

*Description:* General information on the development of policy on the production, distribution and marketing of food in Canada.

FIN/EDD-480 *Formerly Identified as:* FIN-540

### Agriculture

*Description:* General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Conferences and information; race track betting; financial aspects; legislation; non-government organizations; resource allocation — Small Farms Development Program, Farm Credit Corporation, projects and programs.

FIN/EDD-485 *Formerly Identified as:* FIN-550

### Agriculture — Marketing

*Description:* Information on the development of policies on the programs and initiatives of the federal and provincial governments and of the private sector in the marketing of agricultural products. *Topics:* Agricultural products co-operative marketing; boards — national, Livestock Feed Board of Canada, Canada Wheat Board; boards — provincial; commodities — Canada's food systems, fruits, grains, vegetables.

FIN/EDD-490 *Formerly Identified as:* FIN-560

### Agriculture — Stabilization and Support

*Description:* Information on the development of policies on the federal and provincial government's efforts to stabilize the revenues of farmers and the production, the cost of the production and price of agricultural products. *Topics:* Agricultural Prices Support Board; Canadian Dairy Commission; commodities — dairy products, grain, livestock; Stabilization and Support Crop Insurance — provincial programs.

FIN/EDD-495 *Formerly Identified as:* FIN-570

### Fisheries

*Description:* Information on the development of policies on the fishing industry in Canada, including the development of the industry, the marketing in Canada and abroad of fish products, the stabilization of fishermen's revenues, production, cost of production and price of fish products, and Canadian and international Acts and legislation. *Topics:* Development and production — Newfoundland; legislation; marketing and trade; stabilization and support — saltfish industry, groundfish, vessels and equipment; Kirby Task Force; Pearse Commission.

FIN/EDD-500 *Formerly Identified as:* FIN-580

### Forestry

*Description:* Information on the development of policies on the management, research and development, and all other aspects of the forest industry in Canada. *Topics:* Insect control; national airtanker fleet.



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FIN/CFD-505 *Formerly Identified as:* FIN-590

### **Corporate Analysis**

*Description:* Information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Corporate analysis; approaches to investment research; corporate analysis system; abnormal capital structures.

FIN/CFD-507 *Formerly Identified as:* FIN-600

### **Companies**

*Description:* Case studies of private and public sector projects. *Topics:* Analyses of assistance; monitoring systems; individual corporate appraisals; operating control guidelines.

FIN/CFD-510 *Formerly Identified as:* FIN-610

### **Methodology**

*Description:* Information on various approaches to analyze commercial and economic effects of government assistance to the private sector. *Topics:* Contingent claims; the Capital Asset Pricing Model; abnormal capital structures; domestic and international taxation; tax expenditures.

FIN/CFD-515 *Formerly Identified as:* NO REFERENCE

### **Corporate Sector Monitoring (New)**

*Description:* In depth financial information on corporations in Canada grouped by industrial sector and produced quarterly. *Topics:* Corporate financial health; investment results; special research papers; sectoral overviews.

FIN/CFD-520 *Formerly Identified as:* NO REFERENCE

### **Corporate Finance (New)**

*Description:* General information on Corporate Finances. *Topics:* Conferences and seminars; pension fund project.

FIN/CFD-525 *Formerly Identified as:* NO REFERENCE

### **Industrial Development (New)**

*Description:* Case studies of private and public sector projects, and information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Economic studies; financial studies; sectors, aerospace, De Havilland Aircraft of Canada, automobile, fishing, petrochemicals, Petromont, Petrosar, resources, Alsands/Cold Lake project.

FIN/CFD-530 *Formerly Identified as:* NO REFERENCE

### **Valuation (New)**

*Description:* Information on various approaches to analyze commercial and economic effects of government assistance to the private sector. *Topics:* Canada Development Investment Corporation (CDIC), administration; Canadair, administration; financial analysis; market analysis; De Havilland Aircraft of Canada, administration; economic analysis, financial analysis, market analysis.

FIN/CCD-535 *Formerly Identified as:* FIN-611

### **Crown Corporations and Agencies**

*Description:* Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing of Crown corporations and agencies). *Topics:* Estimates; meetings; programs; administration, corporate plans, capital and operating budgets, annual reports, quarterly reports to Parliament.

FIN/CCD-540 *Formerly Identified as:* FIN-612

### **Privatization**

*Description:* Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

FIN/CCD-545 *Formerly Identified as:* FIN-613

### **Interdepartmental Task Force on Crown Corporation Legislation**

*Description:* Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Interdepartmental Task Force on Crown Corporation Legislation — control, direction and accountability; regulations, implementation guide lines.

FIN/IER-550 *Formerly Identified as:* FIN-620

### **International Economic Relations**

*Description:* General information on the conduct of international trade. *Topics:* Interdepartmental Committee on External Relations; international conferences, conventions and meetings; international fairs and exhibitions; bilateral trade and economic committees, conferences and meetings; industrial co-operation with Canada; economic sanctions; visits and tours; Ad Hoc Inter-departmental Committee on United States Economic Measures.

FIN/IER-555 *Formerly Identified as:* FIN-630

### **Foreign Ownership and Control in the Canadian Economy**

*Description:* Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control of the Canadian economy — industries; international policies.

FIN/IER-560 *Formerly Identified as:* FIN-640

### **International Organizations**

*Description:* Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) — administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) — agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of Fourteen, financing, civil and military budgets, International Board of Auditors.

FIN/IER-565 *Formerly Identified as:* FIN-650

### **Agreements**

*Description:* Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. *Topics:* Automotive agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries.

FIN/IER-570 *Formerly Identified as:* FIN-660

### **General Agreement on Tariffs and Trade (GATT)**

*Description:* Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round; 1973 Round.

FIN/IER-575 *Formerly Identified as:* FIN-670

### **International Trade**

*Description:* General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries.



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FIN/IER-580 *Formerly Identified as:* FIN-680

### **Canada-United States — Oil and Gas**

*Description:* Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty.

FIN/IER-585 *Formerly Identified as:* FIN-740

### **International Energy Matters**

*Description:* Information on the development of policies on international relations, projects and organizations dealing with energy. *Topics:* International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC).

FIN/IER-590 *Formerly Identified as:* FIN-690

### **Special Import Measures**

*Description:* Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; *Special Import Measures Act*; emergency surtaxes; Canadian Anti-dumping Tribunal, commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities — textiles, by country.

FIN/IER-595 *Formerly Identified as:* FIN-700

### **Other Import Measures**

*Description:* Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian customs; Canadian customs tariff; tariff board; generalized system of preferences — country files.

FIN/IFD-600 *Formerly Identified as:* FIN-730

### **International Monetary Fund (IMF)**

*Description:* Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. *Topics:* Bretton Woods Institutions — annual meetings; policy; administration; directors; financial operations; facilities of the IMF; gold, quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries.

FIN/IFD-605 *Formerly Identified as:* FIN-750

### **International Economic and Financial Relations**

*Description:* General information on international economic and financial relations, including conferences and meetings. *Topics:* Financial relations with other countries; economic summits; Bank for International Settlements; units of accounts.

FIN/IFD-610 *Formerly Identified as:* FIN-760

### **Economic, Political and Statistical Reports**

*Description:* Information on international economic and other activity, and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; statistical information; other countries.

FIN/IFD-615 *Formerly Identified as:* FIN-780

### **International Programs**

*Description:* General information on programs and events in other countries. *Topics:* Allocation strategy — multi-lateral debt rescheduling; Paris Club.

FIN/IFD-620 *Formerly Identified as:* FIN-790

### **Canadian Development Assistance**

*Description:* General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews.

FIN/IFD-625 *Formerly Identified as:* FIN-800

### **Canadian Development Assistance Programs**

*Description:* Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa — Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia — Association of Southeast Asian Nations — India — Pakistan, projects.

FIN/IFD-630 *Formerly Identified as:* FIN-810

### **British Commonwealth Relations**

*Description:* Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of Commonwealth officials; meetings — heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat — administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council — world development.

FIN/IFD-635 *Formerly Identified as:* FIN-820

### **Export Development**

*Description:* Information on the administration, policies and programs of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:* Export Development Corporation; board of directors; committee of directors; countries; long-term export financing, financing projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees — countries, China; practices of other export credit institutions.

FIN/IFD-640 *Formerly Identified as:* FIN-830

### **International Financial Institutions**

*Description:* General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. *Topics:* International Centre for Settlement of Investment Disputes (ICSID); multilateral projects.

FIN/IFD-645 *Formerly Identified as:* FIN-840

### **International Financial Institutions — Individual Institutions**

*Description:* Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. *Topics:* African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC).

FIN/IFD-650 *Formerly Identified as:* FIN-850

### **International Organizations**

*Description:* Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. *Topics:*

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Intelligence reports — Africa, Caribbean and Latin America, Eastern Europe and Union of Soviet Socialist Republics, Middle East, non-Communist Europe, Southern Asia, Southeast Asia; International satellite communications; Organization of American States (OAS) — conferences and meetings.

FIN/IFD-655 *Formerly Identified as:* FIN-860

### **Military Assistance**

*Description:* Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. *Topics:* Programs.

FIN/IFD-660 *Formerly Identified as:* FIN-870

### **Multilateral Co-ordination of Aid and Financing**

*Description:* Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. *Topics:* Development assistance programs — inter-governmental groups, United States of America; Organization for Economic Co-operation and Development (OECD) — Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents; OECD export credit arrangement.

FIN/IFD-665 *Formerly Identified as:* FIN-880

### **United Nations**

*Description:* Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. *Topics:* Economic Commissions — Europe, committees; United Nations General Assembly committees — ad hoc, economic and social, Fifth Administrative and Budgetary — sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations.

FIN/IFD-670 *Formerly Identified as:* FIN-890

### **United Nations Agencies**

*Description:* Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. *Topics:* United Nations Conference on Trade and Development (UNCTAD) — administration, committees and conferences, financial operations; UNCTAD Trade and Development Board — Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) — administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) — commissions, standing committees, Science and Technology; subsidiary bodies — Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) — Governing Council; Food and Agricultural Organization (FAO); administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) — administration, conferences and meetings, Industrial Development Board; Inter-governmental Maritime Consultative Organization (IMCO); administration, committees; International Atomic Energy Agency (IAEA) — administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) — administration, conferences, financial operations, governing body,

programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) — committees; World Health Organization (WHO) — administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) — administration; World Tourism Organization (WTO) — transformation.

FIN/TAR-675 *Formerly Identified as:* FIN-900

### **Tariffs**

*Description:* General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. *Topics:* Bilateral trade agreements; surtaxes, drawbacks; preferences for developing countries.

FIN/TAR-680 *Formerly Identified as:* FIN-910

### **Budgets**

*Description:* Information on the preparation of the tariff content of federal budgets, including reports on requested rate changes and the drafting of legislation.

FIN/TAR-685 *Formerly Identified as:* FIN-920

### **Canadian Trade and Tariffs Committee**

*Description:* Information on briefs presented to the Canadian Trade and Tariffs Committee by all interested Canadian groups and, agenda and minutes of committee meetings.

FIN/TAR-690 *Formerly Identified as:* FIN-930

### **General Agreement on Tariffs and Trade (GATT)**

*Description:* Information on the preparation of detailed positions on tariff matters, customs valuation and to the conduct of negotiations on multilateral and bilateral trade issues under the GATT. *Topics:* Multilateral and bilateral trade negotiations; consolidations of, rectifications and modifications to Canada's GATT schedule on tariff bindings.

FIN/TAR-695 *Formerly Identified as:* FIN-940

### **Tariff Board**

*Description:* Information on the review of recommendations made by the Board in its reports to the Tariff Board proceedings and to briefs submitted by the private sector.

FIN/TAR-700 *Formerly Identified as:* FIN-950

### **Tariff Items**

*Description:* Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items.

FIN/TPL-705 *Formerly Identified as:* FIN-1340

### **Tax Policy**

*Description:* General information on tax policy and legislation, including reports from Revenue Canada-Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also information on indexing rates of taxation. *Topics:* Royal Commission on Taxation — briefs and submissions, reports and studies; White Paper on Tax Reform — studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy.

FIN/TPL-710 *Formerly Identified as:* FIN-1350

### **Budgets**

*Description:* Information on the preparation and tabling of the federal government's budget. *Topics:* Bills; black books; Minister's briefing notes, complaints and enquiries. *Special Access Note:* Specific years should be requested by date and calendar year.



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FIN/TPL-715 *Formerly Identified as:* FIN-1360

### **Income Tax**

*Description:* General information on the *Federal Income Tax Act*, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. *Topics:* Assessments, payments and returns; briefs and submissions; capital gains and losses; charities — Review of 1976; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources — forestry, oil and gas oilsands; trusts — estates and gifts.

FIN/TPL-720 *Formerly Identified as:* FIN-1370

### **Income Tax on Business and Property**

*Description:* Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases.

FIN/TPL-725 *Formerly Identified as:* FIN-1400

### **Non-Resident Taxes**

*Description:* Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax.

FIN/TPL-730 *Formerly Identified as:* FIN-1410

### **Personal Income Tax**

*Description:* Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups.

FIN/TAC-735 *Formerly Identified as:* FIN-1430

### **Remissions of Taxes**

*Description:* Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes.

FIN/TAC-740 *Formerly Identified as:* FIN-1440

### **Commodity Taxes**

*Description:* Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. *Topics:* Budgets; Commodity Tax Review Group submissions; compliance and collection; *Excise Act* and *Excise Tax Act*; federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods; wholesale tax project 1980-83.

FIN/TAC-745 *Formerly Identified as:* FIN-1450

### **Federal Sales Tax**

*Description:* Information on the federal sales tax charged on goods and services. *Topics:* Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; foodstuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine products and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment.

FIN/TAC-750 *Formerly Identified as:* FIN-1460

### **Refunds, Credits, Drawbacks and Remissions**

*Description:* Information on the refund and remittance of overpayments of federal excise and sales taxes. *Topics:* Transportation and construction equipment.

FIN/TAC-755 *Formerly Identified as:* FIN-1470

### **Special Excise Tax**

*Description:* Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax.

FIN/CRT-760 *Formerly Identified as:* FIN-1380

### **Capital Cost Allowances**

*Description:* Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Equipment — transportation and construction; resources; Review of 1976.

FIN/CRT-765 *Formerly Identified as:* FIN-1390

### **Taxes on Corporations and Shareholders**

*Description:* Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules.

FIN/CRT-770 *Formerly Identified as:* FIN-1420

### **International Taxation**

*Description:* Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom, the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons.

FIN/GFD-775 *Formerly Identified as:* FIN-400

### **Government Finance**

*Description:* General information on the financial operations of the federal government, the management of the government's finances and the administration of certain funds for which the federal government is responsible. *Topics:* Public Accounts; receipt and deposit of public monies; signing authorities; Royal Commission on Banking and Finance; Special Purpose Money — Queen's Fellowship Fund, Inmate Trust Fund; trusts, estates and legacies; Supplementary Retirement Benefits Fund.

FIN/GFD-780 *Formerly Identified as:* FIN-430

### **Guaranteed Loans**

*Description:* Information on programs under which the government guarantees the repayment of loans made to certain individuals, groups and companies. *Topics:* Canada Student Loans Plan; Farm Improvement Loans; Fisheries Improvement Loans; Indian Economic Development Fund; Small Business Loan Program; Veterans' Business and Professional Loans; *Regional Development Incentive Act* Program. *Special Access Note:* Files on specific individuals, groups or companies should be requested by name.



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FIN/ADM-901 *Formerly Identified as:* NO REFERENCE  
**Administration (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-902 *Formerly Identified as:* NO REFERENCE  
**Acts and Legislation (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-903 *Formerly Identified as:* NO REFERENCE  
**Administrative and Management Services (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-904 *Formerly Identified as:* NO REFERENCE  
**Co-operation and Liaison (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-905 *Formerly Identified as:* NO REFERENCE  
**Buildings and Properties (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-906 *Formerly Identified as:* NO REFERENCE  
**Buildings (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-907 *Formerly Identified as:* NO REFERENCE  
**Lands (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-908 *Formerly Identified as:* NO REFERENCE  
**Utilities (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-909 *Formerly Identified as:* NO REFERENCE  
**Equipment and Supplies (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-910 *Formerly Identified as:* NO REFERENCE  
**Furniture and Furnishings (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-911 *Formerly Identified as:* NO REFERENCE  
**Office Appliances (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-912 *Formerly Identified as:* NO REFERENCE  
**Procurement (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-913 *Formerly Identified as:* NO REFERENCE  
**Vehicles (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-914 *Formerly Identified as:* NO REFERENCE  
**Finance (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-915 *Formerly Identified as:* NO REFERENCE  
**Accounts and Accounting (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-916 *Formerly Identified as:* NO REFERENCE  
**Audits (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-917 *Formerly Identified as:* NO REFERENCE  
**Budgets (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-918 *Formerly Identified as:* NO REFERENCE  
**Personnel (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-919 *Formerly Identified as:* NO REFERENCE  
**Classification of Positions (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-920 *Formerly Identified as:* NO REFERENCE  
**Employment and Staffing (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-921 *Formerly Identified as:* NO REFERENCE  
**Human Resources (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-922 *Formerly Identified as:* NO REFERENCE  
**Occupational Health, Safety and Welfare (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-923 *Formerly Identified as:* NO REFERENCE  
**Official Languages (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-924 *Formerly Identified as:* NO REFERENCE  
**Pensions and Insurance (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-925 *Formerly Identified as:* NO REFERENCE  
**Salaries and Wages (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-926 *Formerly Identified as:* NO REFERENCE  
**Staff Relations (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-927 *Formerly Identified as:* NO REFERENCE  
**Training and Development (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-928 *Formerly Identified as:* NO REFERENCE  
**Information Management (New)**

*Description:* See Standard Classes of Records.

FIN/ADM-929 *Formerly Identified as:* NO REFERENCE  
**Information Management (New)**

*Description:* See Standard Classes of Records.

**Deleted Classes of Records**  
The following classes of records have been deleted and the information contained in them transferred to other classes of records with similar content.

FIN-220 International Financial Developments

FIN-410 Canada Pension Plan Investment Fund

FIN-770 Computer Records



# **DEPARTMENT OF FISHERIES AND OCEANS**

## **Chapter 46**



# DEPARTMENT OF FISHERIES AND OCEANS

## DEPARTMENT OF FISHERIES AND OCEANS

(DFO)

### ATLANTIC FISHERIES SERVICE

(AFS)

005 Fisheries Development  
010 Fisheries Research  
015 Fisheries Operations

### POLICY AND PROGRAM PLANNING SERVICE

(PPP)

040 Strategic Policy and Planning  
045 Economic and Commercial  
Analysis  
050 Program Evaluation  
055 Federal-Provincial Relations

### OCEANS SCIENCE AND SURVEYS SERVICE

(OSS)

075 Oceanography  
080 Hydrography  
085 Ships

### PACIFIC AND FRESHWATER FISHERIES SERVICE

(PFF)

020 Habitat Assessment and Related  
Research  
025 Habitat Management  
030 Fisheries Operations  
035 Salmonid Enhancement Program (SEP)

### MARKETING AND INTERNATIONAL FISHERIES SERVICE

(MIF)

060 Marketing  
065 International Relations  
070 Fish Inspection

### FINANCE AND ADMINISTRATION SERVICE

(FAA)

090 Ship Operations  
095 Economic Programs  
903 Administrative and Management  
Services  
905 Buildings and Properties  
909 Equipment and Supplies  
911 Office Appliances  
912 Procurement  
913 Vehicles  
914 Finance  
915 Accounts and Accounting  
916 Audits  
917 Budgets

## DEPARTMENT OF FISHERIES AND OCEANS

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### SMALL-CRAFT HARBOURS DIRECTORATE

(SCH)

100 Small Craft Harbours

### FRESHWATER FISH MARKETING CORPORATION

(FFM)

110 Fishing Statistics

### OTHER RESPONSIBILITIES

Fisheries Prices Support Board  
Fisheries and Oceans Research  
Advisory Council

### CANADIAN SALTFISH CORPORATION

(CSC)

105 Fishermen's Assistance  
Programs

ACCESS TO INFORMATION  
CO-ORDINATOR  
DEPARTMENT OF FISHERIES  
AND OCEANS  
200 KENT STREET  
OTTAWA, ONTARIO  
K1A 0E6

# DEPARTMENT OF FISHERIES AND OCEANS

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## Background

The Department of Fisheries and Oceans is responsible for a wide range of fisheries activities including fisheries management and research in coastal and inland waters; fisheries economic development and marketing; international fisheries negotiations; oceanographic research; hydrographic surveying and charting; and the development and administration of fishing and recreational harbours.

The main legislative base for the Department is the *Department of Fisheries and Oceans Act*, which established the Department in April, 1979; and the *Fisheries Act*, enacted in 1867 in accordance with the responsibility for "sea-coast and inland fisheries" placed on the federal government by Section 91(12) of the *British North America Act*. The Minister of Fisheries and Oceans is responsible to Parliament for the administration of the laws governing Canada's fisheries.

The objectives of the Department are to assure:

- the comprehensive husbandry and management of Canada's fisheries resources through the protection, rehabilitation and enhancement of individual fish stocks and the aquatic habitat upon which these resources depend;
- the best use of fisheries resources, through a variety of measures affecting when, where, how and by whom these resources are harvested, processed and marketed to obtain the highest possible social and economic benefits;
- hydrographic surveying of Canada's coastal and inland waters for the production of nautical charts and other information necessary for safe navigation;
- the acquisition of knowledge of oceanic processes and environments so as to support activities related to defence, marine transportation, the exploitation of offshore energy resources and the management of the fishery resource and its aquatic habitat;
- the provision of a national ocean information service; and
- the provision and administration of a national system of harbours in support of commercial fishing vessels and recreational boating.

## Laws and Regulations

- Fisheries Act
- Department of Fisheries and Oceans Act
- Fisheries Development Act
- Fisheries Prices Support Act
- Fisheries Improvement Loans Act
- Freshwater Fish Marketing Act
- Canadian Saltfish Act
- Fish Inspection Act
- Coastal Fisheries Protection Act
- Great Lakes Fisheries Convention Act
- Pacific Salmon Fisheries Convention Act
- North Pacific Fisheries Convention Act
- Northern Pacific Halibut Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Fishing and Recreational Harbours Act
- Fisheries and Oceans Research Advisory Council
- Atlantic Fisheries Restructuring Act

## Overall Responsibilities

The federal government, under the *BNA Act*, has exclusive legislative jurisdiction over Canada's fisheries in coastal and inland waters, but

some provinces have been delegated certain administrative responsibilities in varying degrees. Thus, the Department is fully responsible for the management of all fisheries, both marine and freshwater, in four east coast provinces (Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island) and in the Northwest and Yukon Territories. In four inland provinces (Ontario, Manitoba, Saskatchewan, and Alberta) the management of all fisheries is a provincial responsibility. In Québec, the provincial government manages freshwater fisheries and certain marine fisheries, although the inspection of fish and fishery products for trade outside the province is undertaken by the federal department. Fisheries and Oceans has similar fish inspection responsibilities in all areas of Canada. In British Columbia, the fisheries for marine and anadromous species (i.e., fish that migrate from freshwater to sea) are managed by the federal department, but the provincial government manages freshwater fisheries.

## Organization

Fisheries and Oceans is made up of six main organizational components: Atlantic Fisheries, Pacific and Freshwater Fisheries, Ocean Science and Surveys, Marketing and International Fisheries, Policy and Program Planning, and Finance and Administration.

The Department is headed by a deputy minister and an associate deputy minister; each of the six organizational components is headed by an assistant deputy minister. In addition, there are several other administrative or special units which report directly to the deputy minister, namely, Small Craft Harbours, Legal Services, Personnel, and Communications.

The fisheries component of the Department has regional offices in St. John's, Halifax, Moncton, Burlington, Québec City, Winnipeg, and Vancouver; each is headed by a director general.

Ocean Science and Surveys administers regional offices in Dartmouth, Burlington, and Victoria, also headed by directors general, and in Québec City, administered by a director. A total of 1,200 facilities is managed by the Department, the major facilities being inspection laboratories, biological research stations and oceanographic research institutes.

The Department has a staff complement exceeding 6,000 and an annual budget of approximately \$600 million.

Two agencies report to Parliament through the Minister of Fisheries and Oceans: the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation.

## Fisheries Management

The Fisheries Management programs of the Department are intended to ensure maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland waters. Other programs are directed at conserving these resources and maintaining the aquatic environment in a healthy, productive state.

An important responsibility is the surveillance and management of fisheries within the 200-mile exclusive fisheries zones established since 1977 on both the east and west coasts, and the associated research and stock assessments needed for rational decisions on sharing access to the fisheries resource among Canadian and foreign fishing fleets.

Specific programs are carried on in all regions of Canada to ensure the conservation and protection of fisheries resources and, within the limits of resources available, their development and expansion; the upgrading of the quality of fish and fishery products; and assistance to fishermen and industry in the development of new products and of more effective harvesting, production and marketing techniques.

Programs of fisheries and aquatic research directly supporting national and international fisheries activities are conducted from



## DEPARTMENT OF FISHERIES AND OCEANS

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centres located in key coastal and inland areas. These include the Northwest Atlantic Fisheries Centre, St. John's, Newfoundland; the Bedford Institute of Oceanography, Dartmouth, Nova Scotia; the St. Andrews Biological Station, St. Andrews, New Brunswick; the Arctic Biological Station, Ste-Anne-de-Bellevue, Québec; the Canada Centre for Inland Waters, Burlington, Ontario; the Freshwater Institute, Winnipeg, Manitoba; and the Pacific Biological Station, Nanaimo, British Columbia; as well as research units in Halifax, Québec City, Vancouver, and Moncton.

The scope of fisheries and aquatic research is extremely varied. It covers studies in biology, ecology, population dynamics, distribution and migrations of fish, marine mammals and shellfish, and the forecasting of fish stock abundance. Studies are also directed towards the quality control of fish catches and fishery products; the development and application of aquaculture techniques in salt and fresh water; the study of relationships among species; and the calculation of sustainable yields of fish and marine mammal stocks harvested in the commercial and recreational fisheries. In addition, specialists carry out social and economic analyses to assist in policy formulation for all significant aspects of fisheries use, potential and management.

### Economic Development and Marketing

The Department provides support in various ways to strengthen the fishing industry's capabilities to market and promote the sale of fish products and obtain the most favourable prices. In addition, long-range and strategic planning aimed at the orderly economic development of the industry is carried out. This function involves the collection, analysis and distribution of data and information on fish catches, production and trade.

Various financial assistance programs are available to commercial fishermen, including the Fishing Vessel Assistance Program and the Fishing Vessel Insurance Plan. The Department also administers loans under the *Fisheries Improvement Loans Act*.

Working closely with the Department of External Affairs, departmental staff are actively involved in negotiating agreements or treaties on fishing rights or trade arrangements with foreign countries. Currently Canada participates in 11 international fisheries commissions and is involved in 10 other international agreements concerned with the management of Canadian fisheries under international regulation or protection of the marine environment.

Departmental staff have played a key role in the development and negotiation of Canada's position in the United Nations' Law of the Sea Conference, and also provide departmental input into Canadian fisheries and marine overseas aid programs administered through such organizations as the Canadian International Development Agency and the Food and Agriculture Organization of the United Nations.

### Ocean Science and Surveys

Under the broad heading of Ocean Science and Surveys is grouped an extensive range of programs contributing to the management and development of renewable and non-renewable ocean resources and to the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the resources associated with it.

Field programs are conducted from the Bedford Institute of Oceanography in Dartmouth, Nova Scotia; the Institute of Ocean Sciences at Patricia Bay, British Columbia; the Canada Centre for Inland Waters, Burlington, Ontario; and the Champlain Centre for Marine Sciences and Surveys, Québec City, Québec.

In addition to physical, chemical and biological oceanographic research, activities include the operation of a marine environmental

data service which collects and distributes oceanographic and wave climate information, tide and water level measurements, and other related data.

Staff members are involved in ecological and environmental studies related to the marine and aquatic environment, directed primarily toward the control of pollution and the determination of safety margins of contaminants as they affect aquatic life. They also respond to the constant demand for aquatic resource inventories and environmental impact assessments, particularly for projects with potential effects on aquatic life in the ecologically delicate Arctic and in sheltered coastal waters such as the Gulf of St. Lawrence and the Strait of Georgia.

A major responsibility of Ocean Science and Surveys is the planning and implementation of a national program of hydrographic surveying and charting of navigable coastal and inland waters. The hydrographic unit (Canadian Hydrographic Service) traces its history to 1883, when the Canadian government started a survey of Georgian Bay. In addition to producing navigation charts for coastal and inland waters, this work includes the production of special charts and maps for pleasure craft, the fishing industry, territorial defence and offshore exploration. Publications to assist navigation, such as Canadian Tide and Current Tables and Sailing Directions, are also produced.

### Small Craft Harbours Directorate

This directorate develops, maintains, upgrades and administers fishing and recreational harbours and marine facilities at approximately 2,300 locations across Canada. About two-thirds of these serve the commercial fishery, while the remainder are for recreational and mixed uses. Regional directors' offices are located in Vancouver, Winnipeg, Burlington, Québec City, Moncton, Halifax and St. John's. Each office employs staff with engineering expertise, and includes administration, financial and property services. Harbour managers are employed at some of the busier harbours. The Department of Public Works acts as technical agent and supplies professional services related to property acquisition, engineering, construction and contracting.

The directorate's main role is to provide harbour facilities and improvements (e.g. wharves, breakwaters, dredging), services (e.g. water, electricity), and harbour administration that enable the fishermen to safely and economically carry out their business. The directorate also assists other levels of government and the private sector on a cost-shared basis in the development of public facilities in support of recreational boating and sports fishing.

### Ship Operations

To carry out its varied responsibilities in the areas of fisheries protection, marine and oceanographic research, and hydrographic surveys, the Department operates more than 600 vessels.

Fisheries surveillance and protection vessels, about 100 in all, vary from 61.5 metres to small launches that patrol inshore marine waters and inland lakes and rivers. Fisheries research vessels, oceanographic research and hydrographic survey vessels operate in coastal and inland waters. These vessels also play a major role in the federal government's search and rescue operations, and have been credited with numerous life-saving acts at sea and in inland waters.

### Key Contacts

#### General Information

Informal requests for information continue to be handled by the communications offices at headquarters and in the regions. Information includes press releases, speeches, brochures and pamphlets. Requests should be directed to either the

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Communications Branch  
Department of Fisheries and Oceans  
200 Kent Street  
Ottawa, Ontario  
K1A 0E6

or to the communications offices of the regional offices in St. John's, Halifax, Dartmouth, Moncton, Québec City, Burlington, Winnipeg, Vancouver and Victoria (see below for addresses).

### Libraries

The libraries of the Department are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. The libraries are information resource centres where access forms are available and assistance given to ascertain if information requested is already available in the public domain and does not require formal access procedures. Every effort is made to encourage this informal access to information to eliminate unnecessary paperwork and, in some instances, financial implications.

The Department's libraries have been designated under Section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees of the institution in administering or carrying out programs or activities that affect the public.

The addresses of departmental regional libraries are listed below.

Institute of Ocean Sciences Library  
Box 6000  
Sidney, British Columbia  
V8L 4B2

Pacific Biological Station Library  
Nanaimo, British Columbia  
V9R 5K6

West Vancouver Laboratory Library  
Department of Fisheries and Oceans  
4160 Marine Drive  
West Vancouver, British Columbia  
V7V 1N6

Fisheries Management Regional Library  
Department of Fisheries and Oceans  
1090 West Pender Street  
Vancouver, British Columbia  
V6E 2P1

Freshwater Institute Library  
501 University Crescent  
Winnipeg, Manitoba  
R3T 2N6

Biological Station Library  
Department of Fisheries and Oceans  
St. Andrews, New Brunswick  
E0G 2X0

Atlantic Fisheries, Gulf Region Library  
Department of Fisheries and Oceans  
P.O. Box 5030  
Moncton, New Brunswick  
E1C 9B6

Northwest Atlantic Fisheries Centre  
Department of Fisheries and Oceans  
P.O. Box 5667  
St. John's, Newfoundland  
A1C 5X1

Scotia-Fundy Regional Library  
P.O. Box 550  
Halifax, Nova Scotia  
B3J 2S7

Bedford Institute of Oceanography Library  
P.O. Box 1006  
Dartmouth, Nova Scotia  
B2Y 4A2

Library Services  
Department of Fisheries and Oceans  
200 Kent Street  
Ottawa, Ontario  
K1A 0E6

Library  
Department of Fisheries and Oceans  
P.O. Box 15500  
Québec City, Québec  
G1K 7Y7

Arctic Biological Station Library  
Department of Fisheries and Oceans  
555 St. Pierre Street  
Ste-Anne-de-Bellevue, Québec  
H9X 3R4

### Access Procedures

All formal requests for information under the *Access to Information Act* should be sent to the Access to Information Co-ordinator, in care of the appropriate regional library of the Department (see previous list). To contact the Co-ordinator directly, write to

Access to Information Co-ordinator  
Department of Fisheries and Oceans  
200 Kent Street  
Ottawa, Ontario  
K1A 0E6  
Telephone: (613) 993-0991

Enquiries should clearly identify the class of record requested and any additional information which will assist in locating information within departmental records.

### Atlantic Fisheries Service

Headed by the assistant deputy minister (Atlantic Fisheries), this service is responsible for the planning, direction and co-ordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Québec. This service is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocation, implementation of development programs, fulfilment of foreign arrangements, and conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast. The service has national responsibility for fisheries research and the national enforcement program, while also assisting fishermen and the fish processing sector in achieving more effective harvesting and production through financial and technical support.

### Atlantic Operations Directorate

Headed by the director general (Atlantic Operations), this directorate is responsible for providing advice and support to the assistant deputy minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves co-ordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include the design and administration of a licensing system and resource allocation, including yearly fishing plans and the co-ordination of enforcement activities. The directorate also works towards quality improvement, and the provision of assistance to fishermen and



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processors in the development of new methods of harvesting and processing.

### Atlantic Regional Offices

There are four regional offices on the east coast, each headed by a director general who reports to the assistant deputy minister (Atlantic Fisheries). The day-to-day responsibility for fisheries management and operations rests with the regional office. This includes implementing decisions dealing with management and conservation, enforcement of fisheries regulations (including the operation of a major ocean patrol and research fleet), industrial development, and fish inspection, marketing and promotion. Scientific research in support of management and development of fisheries and fish habitat is conducted at regional fisheries research branches. Statistics on fisheries operations are collected on an on-going basis. Administration of the fishing vessel insurance and vessel construction assistance programs are handled within the regions, as is the management of federally-funded small-craft harbours programs. The regional offices also undertake the inspection of fish processing and handling facilities for fish entering the inter-provincial or export trade and for imported fish products. Although the federal government has exclusive jurisdiction over both coastal and inland fisheries, some provinces have accepted to varying degrees the administrative responsibility for their fisheries. The freshwater fisheries operation in Québec is an example of this delegated authority.

#### Scotia-Fundy Region — Halifax

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, in most of Nova Scotia and southwestern New Brunswick.

#### Newfoundland Region — St. John's

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for the province of Newfoundland except that part bordering on the Gulf. The region also administers a Bait Program through which it supplies bait to Newfoundland fishermen from 16 key bait depots and 25 small holding units.

#### Gulf Region — Moncton

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for all areas bordering on the Gulf of St. Lawrence, including all of Prince Edward Island and parts of New Brunswick, Nova Scotia and Newfoundland.

#### Québec Region — Québec City

This regional office is responsible for the direct day-to-day management of marine fisheries for all the province of Québec.

### Fisheries Research Directorate

Fisheries research is conducted to provide the scientific basis for the management and development of Canada's fisheries and fish habitat. Research programs are focused on resource assessment; aquaculture and resource development; and habitat assessment and development. Fisheries research establishments consist of the Fisheries Research Directorate in Ottawa and seven regional Fisheries Research branches. The Fisheries Research Directorate in Ottawa is headed by a director general and provides a national focus for fisheries research, co-ordinates relevant activities among regions, and provides advice and support to assistant deputy ministers (Atlantic Fisheries Service and Pacific and Fresh Water Fisheries).

The Ontario, Western and Pacific regional branches report to the assistant deputy minister (Pacific and Fresh Water Fisheries) through their respective directors general.

The following Fisheries Research establishments report to the assistant deputy minister (Atlantic Fisheries Service):

- Fisheries Research Branch, Newfoundland Region — is based at the Northwest Atlantic Fisheries Centre, St. John's, Newfoundland;
- Fisheries Research Branch, Scotia-Fundy Region — has its headquarters and laboratories in Halifax; also operates a biological station in St. Andrews, New Brunswick, and laboratories of the Marine Fish Division at the Bedford Institute of Oceanography;
- Fisheries Research Branch, Gulf Region — has its headquarters and main laboratories at the regional headquarters in Moncton, and additional laboratories at the University of Moncton;
- Fisheries Research Branch, Québec Region — has its headquarters at the regional headquarters in Québec City; also operates the Arctic Biological Station in Ste-Anne-de-Bellevue, and laboratories at the University of Québec in Rimouski.

### Manuals

- Manual of Compliance, Fish Health Regulations
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

### Scotia-Fundy Region

- Observers' Field Manual, Domestic and Foreign Fishing Vessels
- Fisheries' Officers Enforcement Policy Manual

### Newfoundland Region

- Officers' Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Foreign Observer Program Operations Manual
- Observer Program Training Manual

### Pacific and Freshwater Fisheries Service

This service is responsible for the planning, direction and co-ordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in these areas includes resource allocation, implementation of development programs and fulfilment of foreign arrangements. In Ontario, Manitoba, Saskatchewan, and Alberta, the federal government supports a strong research program, carries out inspection of fish and fish products and enforces federal fisheries regulations. The provinces are responsible for all other aspects of fisheries management, although the federal government develops and implements commercial fisheries policy for the short- and medium-term in these areas. The service also has national responsibility for fish habitat (including enhancement activities).

### Fisheries Operations Directorate

This directorate is responsible for providing advice and support to the assistant deputy minister (Pacific and Freshwater Fisheries) on issues related to fisheries management in the various regions of western Canada. This involves co-ordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, research and stock assessments, conservation programs, fish and fishery products upgrading, and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

### Fish Habitat Management Branch

This branch provides advice on fish habitat management issues in all regions of Canada. This involves the preparation of national policy



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guidance on habitat affairs and co-ordinating work with the regions. Activities relate to habitat protection; conservation; compliance with legislation; and restoration and development. The branch also advises on research in support of departmental protection of fish and fish habitat.

### Pacific and Freshwater Regional Offices

The Pacific and Freshwater Fisheries Service is divided into three regional offices.

#### Pacific Region — Vancouver

This regional office deals with both the on-going management concerns and the final stages of program development and evaluation for the marine and anadromous fisheries in British Columbia, and is responsible for maintaining liaison with industry and the public in all matters related to the resource and industry. The office deals with inland and offshore resource management and conservation in the areas of commercial, recreational and native food fisheries; provides inspection services; enforces fisheries regulations and administers the fishermen's insurance program; oversees the licensing system and resource allocation while carrying out biological and technical research on fish and other aquatic fauna, and methods of harvesting and processing them. Federally funded small-craft harbours in the region are managed through the regional office, which also undertakes the design, construction and operation of facilities within the Salmonid Enhancement Program. Scientific and technical information necessary for on-going fisheries management and future planning is gathered within the region, particularly as it relates to fish habitat management. Technical support is provided to fishermen in the areas of catching, handling, onboard freezing, stowing and marketing of fish.

#### Western Region (The Freshwater Institute) — Winnipeg

The Freshwater Institute, which is the western regional office of Fisheries and Oceans, shares responsibility for fisheries management with the provincial governments of Manitoba, Saskatchewan and Alberta. While the regional office undertakes the inspection and certification of fish processing and handling facilities, most other aspects of fisheries management are the responsibility of the provinces. Management programs related to both marine and freshwater species in the Northwest Territories, however, are under federal control. The regional office sponsors services which promote the transfer of technology for practical applications in the fields of engineering, design, process and product development, and provides engineering support to industry. It administers the fishing vessel insurance plans throughout the region and also undertakes the collection of fisheries statistics and the economic analysis of regional operations as a basis for policy recommendations. The region is also responsible for the direct administration of the federally funded small-craft harbours program.

Management of fisheries (including marine mammals) in the Northwest Territories, covers surveillance of fisheries and enforcement of fisheries regulations; the implementation of resource allocations and conservation programs; and extensive research. The region participates as the representative of the Department on various inter-agency committees and task forces concerned with protecting and developing fisheries resources in northern Canada. The Freshwater Institute has a strong research program which is carried out within the region and in co-operation with other regions.

#### Ontario Region — Burlington

The Ontario provincial government shares responsibility for the administration of the fisheries sector. While the province is responsible for the conservation and regulation of the sport and commercial fisheries, the Department undertakes a number of programs to complement the provincial management effort and

improve returns to the fishing sector. These programs include the inspection and certification of imported and domestic fish products, and fish processing and handling facilities; and the provision of engineering support to the fishing industry and sponsorship of product and process development studies to maximize benefits from the resource. The Fishing Vessel Insurance and Vessel Assistance Programs are also administered federally. In addition, the region carries out a research program directed primarily at providing an understanding of the effects of pollution and habitat degradation on the fishing resources of the Great Lakes. To allow rehabilitation of desirable fish stocks in the Great Lakes, a program to control the sea lamprey is administered. Finally, the region is responsible for the construction and management of the federal program of small-craft harbours in Ontario, and provides marketing services to the commercial fishing industry.

### Manuals

- Departmental Fish Inspection Manual
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

### Pacific Region

- Fisheries Officers' Training Manuals

### Western Region

- Lake Classification Inspection Procedures Manual
- Plant Inspection Procedures Manual
- Occupation Health and Safety Manual

## Policy and Program Planning Service

The service is responsible for developing a strategic policy framework to provide the Minister and the Department with a firm basis for assessing current conditions and future directions for Canadian fisheries and ocean policies. It provides policy advice to the Minister, deputy minister and associate deputy minister, and briefs them on all departmental proposals going to Cabinet, as well as on those originating from other departments which have implications for the Department of Fisheries and Oceans; it recommends fisheries-related policies and programs for assisting the development of viable industries, and for fostering the overall economic and social development of regions where the fishery resource plays an important role; provides advice on the economic performance of fisheries and oceans industries, and on the related impact of federal decisions. The service also develops specific policies and programs in areas of national concern, such as native fisheries and recreational fisheries; provides advice on constitutional matters and federal-provincial relations affecting fisheries and oceans; undertakes surveys and generates statistics necessary for the development of fisheries policies; represents the federal government and the Department in the negotiation of fisheries and ocean science matters; and formulates and implements program evaluation policies, strategies and plans.

## Strategic Policy and Planning Directorate

The directorate is responsible for developing the Department's strategic priorities, and ensuring that they are consistent with the overall priorities of the federal government. It also implements an overall framework for the development of strategic policy in all areas respecting fisheries and oceans policies; provides briefings to the Minister, deputy minister and associate deputy minister on all departmental proposals going to Cabinet, as well as on those originating from other departments which have implications for the Department of Fisheries and Oceans; and develops policy positions with respect to native affairs in the fisheries.

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### Economic and Commercial Analysis Directorate

The directorate is responsible for developing and recommending strategies for maximizing the economic and commercial success of the fisheries and oceans sector; assessing the effectiveness of policies and programs in promoting economic, commercial and regional development related to the fisheries and oceans sectors; and conducting economic analyses of domestic and international economic developments affecting fisheries and oceans development. It also develops a framework for all economic and commercial analysis undertaken in the Department, whether in Ottawa or the regions; analyzes the effects of government decisions on commercial enterprises in the fisheries and oceans sector; and recommends policies for enhancing commercial viability. In addition, the directorate generates national fisheries statistics and co-ordinates regional fisheries statistics programs; develops policies and programs for the recreational fisheries; develops economic models to facilitate quantitative economic analysis and forecasting; and manages the Department's publication of economic and commercial studies.

### Federal-Provincial Relations Division

The division is responsible for developing and maintaining a federal/provincial/territorial overview for the Department; and developing and maintaining a liaison and response capacity with the Federal-Provincial Relations Office and other central agencies on all federal/provincial issues affecting the fisheries and oceans sector. It also co-ordinates and manages the development of federal/provincial/territorial issues which cut across major services within the Department of Fisheries and Oceans; provides advice on constitutional matters affecting the Department's programs and policies; and identifies federal/provincial/territorial irritants and develops proposals for resolution.

### Program Evaluation

The division is responsible for designing and developing annual and multi-year evaluation plans, and for implementing them as approved by senior management; and for undertaking specific evaluation studies, including recommendations to the deputy minister, associate deputy minister and other senior executives, for the discontinuation, modification or confirmation of policies and programs. It also develops frameworks for evaluation so that new policies and programs generate the data necessary for thorough evaluations; and undertakes special reviews and studies as required by the deputy minister/associate deputy minister.

### Marketing and International Fisheries Service

The branch is responsible for the development and implementation of marketing and international policies for Canada's fishing industry. This involves the development and implementation of policies and programs for the increased sale and consumption of Canadian fish products; the overall direction of international marketing policies; the representation of Canadian and departmental interests in both bilateral and multilateral international negotiations; increasing the overall presence of the Canadian fisheries and related sectors in developing countries through a variety of international assistance programs; and increasing fish content in the food aid program.

The branch is comprised of four major areas of responsibility: marketing, international fisheries, inspection, and liaison with Crown corporations.

### Marketing Directorate

This directorate is responsible for the development and implementation of marketing policies and programs to ensure that maximum economic and social benefits arise from the fisheries

resource. It assists in the identification of new markets and in the development of existing markets; and supports and strengthens the fishing industry's capacity to market its products. This includes market assessment, forecasting, market development and promotion; and the provision of business systems to improve profitability. It analyzes supply and demand, and monitors domestic and international market conditions and developments. The directorate also assists in product and market development.

The directorate comprises various branches, including Marketing Intelligence and Industry Services, Promotions, and Market Development.

### International Directorate

The directorate is responsible for directing and overseeing the implementation of bilateral fisheries treaties with 12 governments; bilateral relations with countries with which Canada does not have the usual treaties (e.g. the U.S.A., Mexico, Iceland and numerous others), and Canadian obligations as a member of international organizations; the *Coastal Fisheries Protection Act*, and the *Territorial Seas and Fishing Zones Act*; and general international policies such as those set out in the Atlantic Fisheries Task Force Report.

In performing these functions the directorate plans all international fisheries policies; co-ordinates with other parts of the Department and other governmental agencies; negotiates agreements with other countries; provides functional direction for the work by other parts of the Department; and provides direction for work done by other departments and government agencies to implement international obligations. The directorate also provides the focus for departmental involvement in the programs of multilateral organizations such as the Food and Agricultural Organization of the United Nations (FAO), the Organization for Economic Co-operation and Development (OECD), and the World Food Program.

The directorate is organized into three divisions: Pacific Rim; Atlantic; and Aid and Technical Assistance.

### Fish Inspection Program

This program is responsible for providing assurance that fish and fish products in export, import and interprovincial trade do not present a health hazard, are of acceptable quality and are not fraudulently marketed. The program also provides the focus for departmental involvement in quality improvement initiatives, such as dockside and final product grading, designed to improve the consistency of fish quality, reduce wastage of the fishery resource and improve processing yields. It is a comprehensive program for inspection of fish and fish products, fish processing establishments, vessels and facilities used in handling and transporting fish, carried out nationally in all regions of the Department. All activity in this area is continuing and regulatory in nature. Efforts are concentrated on monitoring industry compliance with safety, quality, grade and identity standards for domestically produced and imported fish and fish products, and with processing standards for facilities involved in harvesting, transporting and processing of fish. Another important element of the program is the certification of products for export. Many foreign countries/buyers require evidence that Canadian fish products will meet foreign standards and buyer specifications.

### Crown Corporations Liaison

This is a newly organized area. With respect to the Freshwater Fisheries Marketing Corporation, the Canadian Saltfish Corporation and the Fisheries Prices Support Board, its main responsibility is to provide services to these corporations through advice and



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interpretation of the requirements of their special Acts and the *Financial Administration Act*.

### Ocean Science and Surveys Service

This service carries on two major operational activities — oceanography and hydrography. The objectives of the oceanographic activity include contributions to the management and development of renewable and non-renewable ocean resources. Another objective is to gain an understanding of the marine environment so as to establish programs and methods for its protection and restoration. These objectives are met through research programs in the areas of physical, chemical and biological oceanography. This knowledge forms the basis for ocean information services to meet the needs of national and international co-operation on the study and use of the ocean and its resources, and of participation in international initiatives to deal with marine pollution. The work involved in this activity is carried out in four regional centres and at headquarters in Ottawa. The Ottawa unit, the Marine Sciences and Information Directorate, has two operating branches: the Marine Environmental Data Service (MEDS) and the Scientific Information and Publications Branch. Both are involved in the collection, processing and distribution of ocean data and information. A third branch performs a national co-ordinating role for oceanography and is the primary contact in the field of international ocean science.

### Canadian Hydrographic Service

The main objectives of the hydrographic activity are to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters. These objectives are met by the programs of the Canadian Hydrographic Service, which reports to the assistant deputy minister through the Dominion Hydrographer. The work is carried out at four regional centres by means of a fleet of some 180 research and survey vessels and within a headquarters unit in Ottawa. Field surveys include the measurement of water depths with ship-mounted echo-sounders or by other, more sophisticated means where this is not possible. The service also gathers information on tides and currents (published as the annual "Canadian Tide and Current Tables"), publishes and distributes navigational and recreational charts, and carries out offshore natural resource surveys in collaboration with the Department of Energy, Mines and Resources.

The Policy and Program Co-ordination Branch in Ottawa acts as the national focus for strategic and operational planning in the Ocean Science and Surveys Services and as the national co-ordinative mechanism at the corporate level.

### Bedford Institute of Oceanography — Dartmouth

This institute, founded in 1962 as Canada's first federal research centre devoted to the field of oceanography, houses the Atlantic Region of Ocean Science and Surveys which carries out research into various aspects of marine sciences on the Atlantic coast and in the eastern Arctic. This includes physical and chemical oceanography, marine ecology, ocean circulation, biology and the environment. Emphasis is placed on the effect of oil and gas exploitation and coastal activity on the marine ecosystem. In the area of physical oceanography, the focus is mainly on the continental shelf of eastern Canada. Ecological research into the long-term effects of commercial fisheries exploitation and ocean pollutants aims at providing a basis for better management of the fishery in the future. The region also carries out hydrographic surveys, tidal studies and works on the development of navigational aids and new survey equipment.

The institute incorporates a recently established office called the BIO Marine Advisory and Industrial Liaison (BIOMAIL), which acts as a point of entry for anyone seeking information on Canadian

oceanography and related topics. BIOMAIL distributes and interprets oceanographic information and data to industry and government departments, and encourages the transfer of technology to Canadian industry, especially in Atlantic Canada. Units of several other government departments with an interest in the ocean are also located within the Bedford Institute.

### Bayfield Laboratory for Marine Science and Surveys — Burlington

A full complement of hydrographic activities is carried out in the Great Lakes, in other navigable fresh waters in Ontario and the Prairie Provinces, and in marine waters of the Central Arctic. The main purposes of the programs are to support commercial shipping in the Great Lakes and the Arctic and to support offshore oil and gas exploration and exploitation in the Arctic.

### Champlain Centre for Marine Science and Surveys — Québec City

This is the newest and smallest of the Ocean Science and Surveys regional centres. It is responsible primarily for oceanographic studies and hydrographic surveys in the St. Lawrence River and estuary and the northern half of the Gulf of St. Lawrence. A full range of oceanographic studies — physical, chemical and ecological — is carried out, though hydrography is limited to field surveys and studies of tides and currents.

### Institute of Ocean Sciences — Sidney

This institution houses the Pacific Region of Ocean Science and Surveys, which is divided into two main areas — the hydrographic and oceanographic divisions. Work in the first division is carried out by the regional unit of the Canadian Hydrographic Service and includes the charting of waters off the coast of British Columbia and in the western Arctic (with recent emphasis on the Beaufort Sea). Surveys of tides and currents result in the publication and distribution of numerous maps and tables. Another specialized unit advises on "tsunamis" — powerful waves caused by underwater disturbances. The oceanographic division carries out research in the areas of physical and chemical oceanography and ocean ecology. Specific work includes research in the area of frozen seas, coastal and offshore waters, ocean mixing and remote sensing. There are also studies of carbon dioxide in the ocean, hydrocarbons, pesticides, trace elements and coastal pollution. In terms of ecology, the main focus is on the biological oceanography of coastal waters.

### Manuals

- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Pacific General Ships' Orders
- Hydrographic Tidal Manual
- Survey Standing Orders
- Cartographic Standing Orders

### Finance and Administration Service

The Finance and Administration Service has corporate responsibility for departmental systems of financial administration, planning co-ordination, administration informatics and internal audit, and is also responsible for the provision of management support services for the National Capital Region as well as the administration of the various fisherman's assistance programs. The service has national program responsibility for vessel acquisition and fleet management, and for the Department's major construction and energy conservation programs.



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Eight directorates report to the assistant deputy minister (Finance and Administration Service).

### Corporate Finance Directorate

The directorate provides financial advice and services to the departmental executive, program managers and regional finance officers, and assists in improving the Department's relations with central agencies. The Corporate Finance Directorate consists of three branches.

#### Financial Policy and Systems Development

This branch has a mandate to design and promulgate financial policies and systems, and to develop appropriate training material for the benefit of both financial staff and operational managers.

#### Financial Planning and Analysis and Advisory Support

This branch has corporate responsibility for financial planning and control.

#### Accounting Operations

The branch has corporate responsibility for controlling and reporting on the expenditures, revenues, assets and liabilities of the Department and the provision of functional advice and guidance regarding the accounting control and reporting functions. In addition, the branch is responsible for the direct provision of financial services to managers within the National Capital Region.

### Management Practices and Planning Co-ordination Directorate

The directorate has responsibility for developing and implementing a departmental planning process; serving as a secretariat to senior management in the monitoring and control of planning activities; and developing and implementing a management improvement plan responding to Comptroller General and Auditor General criticisms. Both the planning and management improvement activities are managed through headquarters and regional staff co-ordinators. The branch is the focus for liaison with central agencies on issues relating to the policy and expenditure management system (PEMS).

### Information Technology and Systems

This provides corporate leadership in the development and implementation of national informatics systems. The major objective of the directorate is to ensure that the Department is provided with well-designed, efficient and cost-effective integrated informatics systems to meet its defined and future operational, research, administrative and management information needs.

### Administration

This directorate has the dual responsibility of establishing the Department's national administrative and asset management policies and controls, as well as for all operational requirements at headquarters for support services related to general administration.

### Ship Branch

The director, Ship Branch, is the national program advisor to the Department on all ship-related matters. The principal activities of the branch are to acquire ships for the Department and to provide professional direction to operate the fleet safely, legally and efficiently. The branch co-ordinates the helicopter resources for the Department and also manages the Search and Rescue (SAR) resources and commitments.

### Engineering and Architecture

The functions of this directorate are to manage the major construction program and the energy conservation program, and to provide competent and timely engineering and architectural advice to all departmental managers.

### Internal Audit

This directorate advises on the efficiency, economy and effectiveness of internal management policies, practices and controls and identifies where improvements are needed.

### Economics Programs

This directorate administers the *Fisheries Improvement Loans Act* Program, the Fishing Vessel Insurance Plan, and the Fishing Vessel Assistance Program. Under the first of these, conventional lending institutions provide loans at preferred rates to fishermen for fisheries improvement purposes. A proportion of the principal and interest payments are guaranteed by the federal government. Under the Fishing Vessel Insurance Plan, fishermen may insure their vessels and protect themselves against unforeseeable capital loss. The last program provides assistance to fishermen replacing old vessels to ensure that new vessels are well designed, well built, safe and durable.

### Small-Craft Harbours Directorate

This program provides for the acquisition, development, maintenance and management of approximately 2,300 harbours serving the needs of both commercial fishing and recreational boating throughout Canada. Program implementation is carried out through regional offices located in St. John's, Halifax, Québec City, Moncton, Burlington, Winnipeg and Vancouver. It works closely with the Department of Public Works, which is responsible for design, construction, maintenance, and property service. The directorate's role is to ensure that any harbour development or upgrading harmonizes with the needs of the fishing industry, both now and in the future. The Marine Policy Assistance and Tourist Wharf programs provide assistance for recreational facilities such as launching ramps and wharves.

### Small-Craft Harbours

This branch is responsible for the development, maintenance, upgrading and administration of scheduled small craft harbours and harbour facilities in support of the commercial fishery, sports fishery, and recreational boating.

#### Manuals

- Fishing and Recreational Harbours Administrative Instructions
- Harbour Managers' Manual

### Ship Operations Branch

This branch is responsible for the management of the departmental fleet, which is vital to the carrying out of various departmental programs. Responsibilities of the fleet include fisheries surveillance and protection, marine and oceanographic surveys, fisheries research and hydrographic surveys, and search and rescue duties. To perform these functions, the branch operates a fleet of more than 600 vessels of all sizes, including ocean-going fisheries patrol vessels, oceanographic research and hydrographic craft, mini-submarine and mothership, and many small launches for patrolling coastal marine waters and inland lakes and rivers. The branch is also responsible for the purchase, construction, operation and maintenance of this fleet, as well as research into ship management operations.

# DEPARTMENT OF FISHERIES AND OCEANS

## CANADIAN SALTFISH CORPORATION

### Background

For a number of years during the post-war period the saltfish industry was in decline due to the shift away from curing codfish to filleting and freezing, and the disintegration of the traditional family enterprise in Newfoundland. Lately the depletion of the Northern cod stocks has resulted in the private export trade losing ground in foreign markets and becoming progressively dependent on support from government. In recent years approximately 60 per cent of the total annual production of cured salt fish in Canada has been marketed by the Canadian Saltfish Corporation.

The *Saltfish Act*, 1970, gives the Corporation a monopoly on the inter-provincial and export trade in cured salt fish (bulk and dried) produced in the province of Newfoundland and Labrador and on the lower north shore of the province of Québec. The corporation is listed in Schedule C, Part I, of the *Financial Administration Act*.

### Laws and Regulations

- Saltfish Act, 1970

### Overall Responsibilities

The basic objective of the Corporation is to maximize returns from the saltfish trade through central desk selling. A secondary objective is to rationalize production.

### Organization

The *Saltfish Act* provides for a board of directors composed of a chairman, president, one director from each participating province, as well as five other directors. Each is appointed by the Governor-in-Council to hold office for a period not exceeding five years. Provincial directors are recommended by the Lieutenant Governor of the province concerned.

Saltfish processing companies in the region of the Corporation's mandate become its agents for the purchase, handling and preparation of production. The corporation has 33 full-time and 20 part-time employees as well as 12 agents who employ approximately 300 people. In addition, these agents employ 35 to 40 sub-agents who provide employment for an additional 400 to 500 people on a seasonal basis.

Sales for 1983/84 totalled \$37 million. Fixed assets of the Corporation as of March 1, 1984, totalled \$1.2 million.

Currently, the context in which the Corporation operates is undergoing a significant change. Its role as price-setter in the primary fish market has been reduced and may eventually be eliminated with the advance of unionization of fishermen. However, the Corporation continues to play a significant role in the fishing industry, and is still a major factor in the ultimate returns to producers of cured fish. Of particular relevance to its original purpose is representation in the marketplace, since more and more countries are establishing government import agencies or buying-groups and allocating restricted import licences. Returns to the fishermen have continued to improve, bringing benefits to both processors and primary producers. The Corporation looks forward to the challenges of the next two or three years with cautious optimism.

## FRESHWATER FISH MARKETING CORPORATION

### Background

On enactment of the *Freshwater Fish Marketing Act*, existing private companies became agents of the Corporation. Many withdrew from

the business, however, and complementary facilities for the assembling and warehousing functions were eventually established by the Corporation. It now disposes of virtually all freshwater fish produced outside the Great Lakes — about 50 per cent of the total Canadian production.

The *Freshwater Fish Marketing Act*, 1969, gives the Corporation a monopoly on the inter-provincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the three prairie provinces and part of northern Ontario. The Corporation has wide powers to purchase, process, store and ship fishery products; to acquire, hold and dispose of property; to establish branches and employ agents; enter into agreements; and to borrow, lend and invest money. The corporation is listed in Schedule C, Part I, of the *Financial Administration Act*.

### Laws and Regulations

- Freshwater Fish Marketing Act, 1969

### Overall Responsibilities

The objective of the Corporation is to unify the trade in freshwater fishery products in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some 20 companies had previously been involved, as compared with three major U.S. importers where 90 per cent of the production was sold. The Corporation has responsibility for the orderly marketing of fish, the promotion of inter-provincial and export trade, and an increase in returns to fishermen.

### Organization

The board of directors consists of 11 members: chairman, president, one member from each participating province and four members appointed by the federal government. An advisory committee composed of 15 fishermen also exists.

The Corporation has a main plant at Transcona and processing plants at Hay River, The Pas, Edmonton and La Ronge. It employs 80 management staff and 125 plant personnel, increasing to 450 during peak seasons. In the fiscal year ending April 30, 1983 sales amounted to \$44.6 million. As of April 30, 1984 fixed assets totalled \$6.3 million.

Rationalization of the collecting and processing phases and centralization of marketing operations have succeeded in maximizing both returns from the market and prices to fishermen. The persistence of inadequate returns from fishing has, however, led to some disillusionment with the Corporation as an agency of fishery development. As a result, strong representations from some provincial ministers were made to the Minister of Fisheries and Oceans. In December 1979, the ministers with responsibilities for fisheries in the provinces of Ontario, Manitoba, Saskatchewan, Alberta and the Northwest Territories met with the Minister to discuss and review the future role of the Corporation. While ministers indicated their agreement in principle with the concept of the Freshwater Fish Marketing Corporation, they directed that various options be analyzed by a federal-provincial committee of officials. The committee submitted its report on September 3, 1980. The general conclusion of the report is that the inland fishing industry, particularly the fishermen themselves, are in a better overall condition with the Freshwater Fish Marketing Corporation than without it.



## DEPARTMENT OF FISHERIES AND OCEANS

### Classes of Records

DFO/AFS-005 *Formerly Identified as:* F&O-10

#### Fisheries Development

*Description:* Provision of services and developmental programs for fishermen and the fishing industry. *Topics:* Gear development; vessel development; exploratory fishing; processing improvement; quality improvement infrastructure.

DFO/AFS-010 *Formerly Identified as:* F&O-20

#### Fisheries Research

*Description:* Acquisition of the knowledge base and provision of scientific advice relative to the management and development of fisheries and fish habitat. *Topics:* Resource assessment; aquaculture and resource development; habitat assessment and development; and the many scientific disciplines included in research related to the above topics.

DFO/AFS-015 *Formerly Identified as:* F&O-30

#### Fisheries Operations

*Description:* Management, conservation and protection of the fisheries, including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, microfiche and EDP format.

DFO/PFF-020 *Formerly Identified as:* F&O-40

#### Habitat Assessment and Related Research

*Description:* Research in support of departmental management and protection of fish and fish habitat. *Topics:* Aquatic impact assessment — altered stream flows, reservoir construction; stream obstructions, forest harvesting, alteration of foreshore, dredging and dumping, tidal barriers; toxicology and pollution — acid rain, forest spraying, pesticides, heavy metals, radionuclides, industrial chemicals and industrial, municipal, agricultural and other effluents.

DFO/PFF-025 *Formerly Identified as:* F&O-50

#### Habitat Management

*Description:* Information on the enforcement of regulations under the *Fisheries Act* and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement.

DFO/PFF-030 *Formerly Identified as:* F&O-60

#### Fisheries Operations

*Description:* Management conservation and protection of the fisheries, including habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection; native affairs — food fisheries; land claims and agreements; employment; band by-laws.

DFO/PFF-035 *Formerly Identified as:* F&O-70

#### Salmonid Enhancement Program (SEP)

*Description:* Information on the salmonids in the Pacific region, excluding associated research. *Topics:* Reconnaissance and feasibility; public involvement; design; construction; facility maintenance; facility operations; community development; assessment, evaluation and management; studies. *Storage Media:* Micrographics and EDP format.

DFO/PPP-040 *Formerly Identified as:* NO REFERENCE  
**Strategic Policy and Planning (New)**

*Description:* Information on departmental and government-wide priorities, directions and initiatives; information on native policies, programs and issues. *Topics:* Departmental priorities and strategies; native issues and programs; land claims.

DFO/PPP-045 *Formerly Identified as:* F&O-81

#### Economic and Commercial Analysis

*Description:* Information on policies, programs and activities in the areas of socioeconomic research and analysis. *Topics:* Socioeconomic research and policy; statistics; bank of information relating to Survey of Atlantic Fisheries, 1984.

DFO/PPP-050 *Formerly Identified as:* NO REFERENCE

#### Program Evaluation (New)

*Description:* This class covers information relating to program evaluation policies, mandate, objectives, and guidelines. It also covers individual program evaluations conducted by the branch. *Topics:* Subjects covered include departmental programs which have been reviewed. A five-year program evaluation plan is prepared and updated regularly. Some surveys of clients of federal fisheries and ocean science programs have been conducted and are included as banks of information. *Storage Media:* Computer and paper files.

DFO/PPP-055 *Formerly Identified as:* NO REFERENCE

#### Federal-Provincial Relations (New)

*Description:* Information on federal-provincial-territorial consultations and deliberations and on strategies and negotiations adopted by the Department relating to the conduct of federal-provincial-territorial affairs. Briefing notes, correspondence and documentation on federal-provincial policies/programs and major irritants and issues. *Topics:* Economic and regional development agreements; frameworks for federal-provincial consultation and liaison; federal-provincial-territorial economic and constitutional irritants and issues.

DFO/MIF-060 *Formerly Identified as:* F&O-80

#### Marketing

*Description:* Development and implementation of marketing policies, strategies and programs to improve the marketing of Canadian fish and fishery products consistent with the resource's potential harvesting and processing capabilities, and worldwide marketing opportunities. *Topics:* Marketing research, analysis forecasts and species marketing plans; market development and promotion.

DFO/MIF-065 *Formerly Identified as:* F&O-100

#### International Relations

*Description:* Development and implementation of policy and provision of expertise on matters involving international fisheries and fisheries trade relations. *Topics:* International relations; international trade and development. *Retrievability:* Files arranged numerically by subject. *Storage Media:* Micrographics and EDP format.

DFO/MIF-070 *Formerly Identified as:* NO REFERENCE

#### Fish Inspection (New)

*Description:* Inspection of fish products in export, import and interprovincial trade for safety, quality, and fairness of marketing. *Topics:* Product inspection and certification for export; monitoring of industry processing and grading practices; inspection of fish harvesting, handling, transportation, storage and processing facilities; introduction of quality improvement initiatives; development and testing of grade standards; development and enforcement of regulations. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, micrographics and EDP format.



## DEPARTMENT OF FISHERIES AND OCEANS

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DFO/OSS-075 *Formerly Identified as:* F&O-110

### **Oceanography**

*Description:* Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer. *Storage Media:* EDP format and data files.

DFO/OSS-080 *Formerly Identified as:* F&O-120

### **Hydrography**

*Description:* Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts — surveys, production; tides, currents and water levels; sailing directions; ocean mapping; navigation. *Storage Media:* Micrographics and EDP format.

DFO/OSS-085 *Formerly Identified as:* F&O-130

### **Ships**

*Description:* Information on the management, operation and charter of major vessels for oceanography and hydrographic research. *Topics:* Oceanography; hydrography; support to fisheries management; search and rescue; support to other federal departments; support to Canadian universities. *Storage Media:* Micrographics and EDP format.

DFO/FAA-090 *Formerly Identified as:* F&O-150

### **Ship Operations**

*Description:* Information on the design, construction, purchase and operation of the departmental fleet. *Topics:* Ship acquisition; berthing and wharfage; certificates, licences, acceptance papers; collisions, groundings, mishaps; navigation; surveillance and enforcement; repairs, refit, maintenance; construction. *Storage Media:* Micrographics and EDP format.

DFO/FAA-095 *Formerly Identified as:* F&O-90

### **Economic Programs**

*Description:* Information on programs in the areas of fishing vessel insurance, fishing vessel construction, subsidies and loans. *Topics:* Fishing Vessel Insurance Plan; Fishing Vessel Assistance Program; *Fishermen's Improvement Loan Act.*

DFO/FAA-903 *Formerly Identified as:* NO REFERENCE

### **Administrative and Management Services (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-905 *Formerly Identified as:* NO REFERENCE

### **Buildings and Properties (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-909 *Formerly Identified as:* NO REFERENCE  
**Equipment and Supplies (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-911 *Formerly Identified as:* NO REFERENCE  
**Office Appliances (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-912 *Formerly Identified as:* NO REFERENCE  
**Procurement (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-913 *Formerly Identified as:* NO REFERENCE  
**Vehicles (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-914 *Formerly Identified as:* NO REFERENCE  
**Finance (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-915 *Formerly Identified as:* NO REFERENCE  
**Accounts and Accounting (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-916 *Formerly Identified as:* NO REFERENCE  
**Audits (New)**

*Description:* See Standard Classes of Records.

DFO/FAA-917 *Formerly Identified as:* NO REFERENCE  
**Budgets (New)**

*Description:* See Standard Classes of Records.

DFO/SCH-100 *Formerly Identified as:* F&O-140  
**Small-Craft Harbours**

*Description:* Information on development, construction, maintenance and operation of small-craft harbours and facilities. *Topics:* Harbour management and property administration; commercial fishing harbours; recreational harbours. *Retrievability:* Files in headquarters and regional offices arranged alphabetically by name of harbour.

DFO/CSC-105 *Formerly Identified as:* CSFC-10  
**Fishermen's Assistance Programs**

*Description:* Case files on fish grade, fish size and catch value (weight and dollars).

DFO/FFM-110 *Formerly Identified as:* FPMC-10  
**Fishing Statistics**

*Description:* Case files on fish species; fish grade; fish size; catch value (weight).

# **FOREIGN INVESTMENT REVIEW AGENCY**

## **Chapter 47**

# FOREIGN INVESTMENT REVIEW AGENCY

## FOREIGN INVESTMENT REVIEW AGENCY (FIR)

### COMMISSIONER'S OFFICE (COM)

005 Cabinet Matters

### COMPLIANCE BRANCH

(COB)

015 Agency Opinions  
020 Companies  
025 Compliance of Applications  
030 Foreign Investment Review  
    Act - Guidelines  
035 Foreign Investment Review  
    Act - Interpretation  
040 Foreign Investment Review  
    Act - Procedures  
045 Ministerial Opinions  
050 Third-Party Representations

### ASSESSMENT BUREAU

(ASB)

010 Assessment of Applications

### POLICY RESEARCH AND COMMUNICATIONS BRANCH

(PRC)

055 Acts and Legislation  
060 Co-operation and Liaison -  
    Federal  
065 Co-operation and Liaison with  
    International Organizations  
070 Co-operation and Liaison -  
    Other  
075 Co-operation and Liaison -  
    Provincial  
080 Conferences and Meetings  
085 Consultations  
090 Foreign Investment in Other  
    Countries  
095 Foreign Investment Review  
    Act - General  
100 Industrial Sectors  
105 Parliamentary Matters  
110 Policy Development

ACCESS TO INFORMATION  
CO-ORDINATOR  
FOREIGN INVESTMENT REVIEW  
AGENCY  
P.O. BOX 2800  
POSTAL STATION 'D'  
OTTAWA, ONTARIO  
K1P 6A5



# FOREIGN INVESTMENT REVIEW AGENCY

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## Background

The Foreign Investment Review Agency (FIRA) was established in 1974 to advise and assist the Minister responsible for the administration of the *Foreign Investment Review Act*. The Act came into force in two phases: Phase I in 1974 and Phase II in 1975. Phase I covered the acquisition of control of Canadian business enterprises by foreign individuals, corporations, governments or groups containing foreign members; Phase II extended the application of the Act to the establishment of new businesses in Canada either by foreign persons who do not already have a business in Canada or by foreign persons who already have an established business in Canada, if the new business is unrelated to the established business. The Agency advises and assists the responsible Minister, who recommends decisions to the Governor-in-Council, who then decides whether proposed foreign investments will be allowed or disallowed.

## Laws and Regulations

- Foreign Investment Review Act

## Overall Responsibilities

The central objective of the Agency in screening foreign investments is to ensure that they are, or are likely to be, of significant benefit to Canada. Significant benefit is determined according to a set of performance-oriented factors that are specified in the Act, namely:

- the effect of the investment on the level and nature of economic activity in Canada, including employment, resource processing, use of parts, components and services produced in Canada and exports from Canada;
- the degree and significance of Canadian participation in the business enterprise and in the industry sector to which the enterprise belongs;
- the effect on productivity, industrial efficiency, technological development, innovation and product variety in Canada;
- the effect on competition within any industry or industries in Canada; and
- the compatibility of the investment with national industrial and economic policies, and with the industrial and economic policy objectives enunciated by a province or provinces likely to be significantly affected by the proposed investment taken into consideration.

## Organization

The Foreign Investment Review Agency comprises three main administrative units: the Assessment Bureau, the Compliance Branch and the Policy, Research and Communications Branch. The Agency is headed by a Commissioner, who has the rank of deputy minister. The Assessment Bureau, Compliance Branch and the Policy, Research and Communications Branch are headed by directors general.

## General Information

The Agency is located on the 5th Floor West, 240 Sparks Street, Ottawa, Ontario.

### Agency Officers

Foreign investors are encouraged to consult officers of the Agency informally, before applying, to discuss the unique circumstances and characteristics of their projected investments and the application of the Act to their investment. This consultation allows foreign investors to become thoroughly familiar with the requirements of the Act,

including the review process. The mailing address and telephone numbers of key contacts are provided below.

### Information Services

The Communications Division is responsible for providing general information services including responding to general enquiries, directing technical enquiries to appropriate Agency officers, and preparing and distributing information of a technical and general nature. The division also prepares the Agency's annual report to Parliament and is responsible for the editorial and production services required for Agency publications. Enquiries should be addressed to

Communications Division  
Foreign Investment Review Agency  
P.O. Box 2800  
Postal Station D  
Ottawa, Ontario  
K1P 6A5  
Telephone: (613) 995-9449

### Key Contacts

Enquiries of a specific nature on various aspects of the administration of the Act should be addressed to the senior officers of the Agency, listed below.

### Policy and Research

Director General  
Policy, Research and Communications Branch  
P.O. Box 2800  
Postal Station D  
Ottawa, Ontario  
K1P 6A5  
Telephone: (613) 992-3847

### Compliance and Enforcement Matters

Director General  
Compliance Branch  
P.O. Box 2800  
Postal Station D  
Ottawa, Ontario  
K1P 6A5  
Telephone: (613) 996-2728

### Assessment Matters

Director General  
Assessment Bureau  
P.O. Box 2800  
Postal Station D  
Ottawa, Ontario  
K1P 6A5  
Telephone: (613) 995-9456

### Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Foreign Investment Review Agency  
P.O. Box 2800  
Postal Station D  
Ottawa, Ontario  
K1P 6A5  
Telephone: (613) 995-2783

### Commissioner's Office

The Commissioner has the responsibility for the administration of the *Foreign Investment Review Act*, as well as the personnel, financial and administrative services.

# FOREIGN INVESTMENT REVIEW AGENCY

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## Assessment Bureau

This bureau comprises three branches: Resource Industries, Manufacturing Industries, Service and Construction Industries, as well as a Small Business Group. The bureau's primary functions include the analysis of proposals by foreign investors for the acquisition of control of Canadian business enterprises, and the establishment of new businesses and expansion into unrelated businesses in Canada. In addition, it provides advice and assistance to foreign investors with a view to improving plans and undertakings; consults with relevant provincial governments and other federal departments; evaluates representations made by third parties; provides assistance and advice to the Minister on foreign investment proposals and recommends courses of action. Finally, in cases of investor non-compliance with plans and undertakings, it renegotiates acceptable alternative commitments.

### Manuals

- Guide to Undertakings

## Compliance Branch

This branch determines which transactions involving the acquisition of Canadian businesses and the establishment of new businesses by foreign investors require review and ensures these transactions are submitted to review. It also certifies that foreign investment applications are complete; investigates non-compliance with the Act and prepares demand notices for issue by the Minister; prepares the Agency's opinions, assists and advises in the preparation of ministerial opinions; monitors and investigates the implementation of plans and undertakings; performs enforcement measures; initiates statutory and regulatory amendments; formulates guidelines for issue by the Minister; interprets and explains the legislation; and conducts research into the legal principles which underlie the Act.

### Manuals

- Procedures Manual

## Policy, Research and Communications Branch

This branch researches and analyzes the economic, industrial and corporate background against which foreign investment proposals are assessed; maintains a corporate information and data retrieval system to meet the needs of the Assessment Bureau and Compliance Branch; undertakes research and analysis on foreign investment issues; contributes to the development of new policy initiatives; represents the Agency at interdepartmental and international meetings on foreign investment; prepares briefings and speeches for the Minister and Commissioner; deals with parliamentary questions on foreign investment; and provides information services to the public.

## Classes of Records

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Information contained in these records may be privileged pursuant to Subsection 24(1) of the *Access to Information Act* and Section 14 of the *Foreign Investment Review Act*.

**FIR/COM-005** Formerly Identified as: FIRA-10  
**Cabinet Matters**

*Description:* Information on policy and procedures for making recommendations to the Governor-in-Council. *Topics:* Orders-in-Council; deemed allowances; Governor-in-Council documentation.

**FIR/ASB-010** Formerly Identified as: FIRA-40  
**Assessment of Applications**

*Description:* Information on the assessment of foreign investment proposals – a complete record of the review of each foreign investment proposal, from the submission of an application to compliance with the Order-in-Council allowing or disallowing the investment; also, in

the case of allowed investments, a record of investor performance with respect to plans and undertakings. *Topics:* Applications in prescribed form; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; Minister's recommendations and instructions; results of monitoring the plans and undertakings of allowed investments, including the renegotiation of plans and undertakings which have not been fulfilled. *Retrievability:* Files arranged by foreign investor (individual, company; group of individuals or companies; government or agency of a foreign country).

**FIR/COB-015** Formerly Identified as: FIRA-70

### Agency Opinions

*Description:* Views and opinions of the Agency and related information on the applicability of the provisions of the Act, and related regulations and guidelines, in response to written requests submitted by one or more parties for specific proposed and actual investments. *Topics:* Corporate reorganization; acquisitions of control; new business establishments; related businesses; expansion of existing businesses; joint ventures; partnerships; indirect acquisitions; net leases (leasebacks); stock transfers; mining properties; oil and gas rights. *Retrievability:* Files arranged by individual, company and group.

**FIR/COB-020** Formerly Identified as: FIRA-20

### Companies

*Description:* Information on investors whose business activities, plans and intentions may come under the purview of the Act. *Topics:* Draft applications; surveillance activities; review considerations; business activities including plans and intentions; business information reports; corporate financial statements and annual reports; potential applicants. *Retrievability:* Files arranged by individual and company.

**FIR/COB-025** Formerly Identified as: FIRA-50

### Compliance of Applications

*Description:* Information on the determination of the need for review of proposals by foreign investors to acquire control of Canadian business enterprises or establish new businesses in Canada; also the periodic monitoring of proposals which have been allowed, and in the case of proposals which have been disallowed, compliance with the disallowance order within a reasonable period of time. *Topics:* Investment applications in prescribed form, including certificates of receipt; subsequent correspondence with foreign investors; investor compliance with plans and undertakings; investor compliance with disallowance orders; advice, including recommended courses of action to the Minister; court injunctions and the other remedies available under the Act. *Retrievability:* Files arranged by foreign investor (individual, company; group of individuals or companies; government or agency of a foreign country).

**FIR/COB-030** Formerly Identified as: FIRA-100

### Foreign Investment Review Act – Guidelines

*Description:* Information on the development and formulation of guidelines for issue by the Minister under the authority of the Act. *Topics:* Treatment of related business; real estate business; acquisitions of interests in oil and gas rights; provision of venture capital; corporate reorganization.

**FIR/COB-035** Formerly Identified as: FIRA-80

### Foreign Investment Review Act – Interpretation

*Description:* Information on the interpretation and application of various sections of the Act and regulations. *Topics:* Notices of right to make further representations; restrictions imposed pursuant to privileged information (disclosures of information); franchises; acquisition of control; ultimate control of a corporation; definition of public and private corporations; property; non-voting common shares; convertible preferred shares; eligibility; proposed amendments to the



# FOREIGN INVESTMENT REVIEW AGENCY

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regulations; businesses that have ceased normal business operations; performance of single or isolated contracts; limited partnerships; contractual rights to acquire voting shares or property; part of a business capable of being carried on as a separate business; and substantially all of the property used in carrying on the business.

**FIR/COB-040** *Formerly Identified as:* FIRA-90

## **Foreign Investment Review Act – Procedures**

*Description:* Information on the development of procedures to implement the provisions of the Act. *Topics:* Undertakings; forms of notice (applications); submissions to Governor-in-Council; statutory time periods; determination and resolution in cases involving non-compliance; post-disallowance procedures; notification of deemed allowances.

**FIR/COB-045** *Formerly Identified as:* FIRA-60

## **Ministerial Opinions**

*Description:* Ministerial opinions and related information as to whether or not an investor is a non-eligible person as defined in the Act and whether or not a new or acquired business is related to a non-eligible person's existing business in Canada, as outlined in the guidelines on related business. *Topics:* Eligibility opinions – non-eligible persons, presumptive levels of non-eligibility, control in fact (legal control, minority shareholder control, outsider control, group management control); relatedness opinions – established business, new business, expansion of existing business, vertical integration, direct substitutability, same technology and production processes, research and development, industrial classification and other forms of relatedness. *Retrievability:* Files arranged by individual, company and group.

**FIR/COB-050** *Formerly Identified as:* FIRA-30

## **Third-Party Representations**

*Description:* Information on representations made to the Agency by parties not directly involved in proposed or completed investment transactions who wish to express views or concerns about investment proposals that may or may not be reviewed under the Act; also, in the case of business takeovers, bids by alternative buyers. *Topics:* Takeover bids; new business; business expansions. *Retrievability:* Files arranged by individuals, companies and groups. Third-party representations are indexed alphabetically, by standard industrial classification (SIC) code and industrial activity.

**FIR/PRC-055** *Formerly Identified as:* FIRA-130

## **Acts and Legislation**

*Description:* Information on existing and proposed legislation which may have implications for the administration of the *Foreign Investment Review Act*. *Topics:* *Access to Information Act*; *Privacy Act*; *Bank Act*; *Canada Business Corporations Act*; *Combines Investigation Act*; *Fisheries Act*; *Income Tax Act*; *Insurance Companies Act*; *Technology Transfer Agreement Act*; *Trademarks Act*; *Uranium and Thorium Mining Review Act*.

**FIR/PRC-060** *Formerly Identified as:* FIRA-160

## **Co-operation and Liaison – Federal**

*Description:* Information on consultations with other federal departments and agencies on foreign investment proposals that can be reviewed under the Act, and other matters pertaining to foreign investment. *Topics:* Procedures for consultation between the Agency and other federal departments; departmental considerations and guidelines for handling FIRA cases; federal industrial and economic policies and initiatives; departmental responses to proposed amendments to the Act; Agency views on federal initiatives that may affect the Agency's activities or otherwise have implications for foreign investment in Canada. *Retrievability:* Files arranged by department or agency.

**FIR/PRC-065** *Formerly Identified as:* FIRA-180

## **Co-operation and Liaison with International Organizations**

*Description:* Information on consultations with international organizations, primarily the Organization for Economic Co-operation and Development (OECD) and the United Nations, which have an active interest in the field of foreign investment. *Topics:* OECD committees – International Investment and Multinational Enterprises, including the OECD Guidelines for Multinational Enterprises, Restrictive Trade Practices, Restrictive Business Practices, Invisible Transactions, Fiscal Affairs, Science, Technology and Industry, Economic Policy; United Nations – Commission on Transnational Corporations, Code of Conduct for Transnational Corporations, U.N. Center for Transnational Corporations. *Retrievability:* Files arranged by organization or committee.

**FIR/PRC-070** *Formerly Identified as:* FIRA-190

## **Co-operation and Liaison – Other**

*Description:* Information on co-operation and liaison activities with universities, colleges and schools on foreign investment and the Agency's activities under the Act. *Topics:* Requests for information and data on foreign investment in Canada; reviews of research proposals, articles and papers; research grants and support for outside research on foreign investment; Agency presentations to universities, colleges and schools. *Retrievability:* Files arranged by institution.

**FIR/PRC-075** *Formerly Identified as:* FIRA-170

## **Co-operation and Liaison – Provincial**

*Description:* Information on consultations with the provinces and territories on foreign investment proposals that can be reviewed under the Act. *Topics:* Principles of understanding on consultative procedures with the provinces and territories; provincial laws and regulations affecting foreign investment; provincial industrial and economic policies and objectives; provincial views on the administration of the Act and on proposed amendments to the Act. *Retrievability:* Files arranged by province or territory.

**FIR/PRC-080** *Formerly Identified as:* FIRA-220

## **Conferences and Meetings**

*Description:* Information on participation by the Minister and officials of the Agency in conferences, meetings, symposia and seminars in which foreign investment in Canada is a topic, including speeches by the Minister and senior Agency officials. *Topics:* Foreign investment in Canada. *Retrievability:* Files arranged by individual, conference or meeting.

**FIR/PRC-085** *Formerly Identified as:* FIRA-200

## **Consultations**

*Description:* Information on consultations with business, industry and law associations, committees, Royal Commissions, task forces, etc. on Canadian foreign investment policies and initiatives and the administration of the Act. *Topics:* Application and provisions of the Act; proposed amendments to the Act; levels of foreign investment in Canada; industry sector policies and initiatives. *Retrievability:* Files arranged by organization or association.

**FIR/PRC-090** *Formerly Identified as:* FIRA-210

## **Foreign Investment in Other Countries**

*Description:* Information on the provisions of foreign countries to monitor, regulate or prohibit foreign investment; the importance of foreign investment in Canada by major exporting countries as well as Canadian investments abroad. *Topics:* Foreign investment laws, procedures and policies of other countries; foreign countries' views on Canada's approach to foreign investment; briefings for ministers and officials visiting foreign countries or meeting with foreign government officials or representatives of foreign companies; interdepartmental briefings on the activities of foreign countries that relate to foreign investment. *Retrievability:* Files arranged by country.



## FOREIGN INVESTMENT REVIEW AGENCY

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FIR/PRC-095 *Formerly Identified as:* FIRA-120

### **Foreign Investment Review Act – General**

*Description:* Information on the rationale underlying the development of the statutory provisions and regulations of the Act and ministerial guidelines issued under the authority of the Act. *Topics:* First proclamation of the Act; second proclamation of the Act; related business guidelines; communications plan, including briefings for the provinces, and various private sector organizations and associations.

FIR/PRC-100 *Formerly Identified as:* FIRA-150

### **Industrial Sectors**

*Description:* Industrial analyses, market profiles, government policies and initiatives on various industries and industrial sectors. *Topics:* Mining; oil and gas; uranium; coal; agriculture; forestry; fisheries; manufacturing industries; service industries; finance and banking. *Retrievability:* Files arranged by industry or industrial sector.

FIR/PRC-105 *Formerly Identified as:* FIRA-110

### **Parliamentary Matters**

*Description:* Information on questions directed by Members of Parliament to the Minister responsible for the administration of the Act about all aspects of foreign investment in Canada, specific

investment proposals which may be or have been before the Agency, as well as questions on the general administration of the Act. *Topics:* Written questions from the House of Commons and responses; anticipated questions from the House of Commons and responses; annual report to Parliament.

FIR/PRC-110 *Formerly Identified as:* FIRA-140

### **Policy Development**

*Description:* Information on the development of policy and policy initiatives on foreign investment, and policies to improve the Agency's effectiveness in the administration of the Act. *Topics:* Takeover bids; undertakings; Agency opinions and interpretation notes; multinational enterprises; performance reviews; measures to encourage Canadianization; international business practices; guiding principles of good corporate behaviour and new principles of international business conduct; land ownership; financial assistance for Canadian-controlled companies; joint ventures; takeover bids and alternative buyers; sectoral initiatives and policies; interdepartmental administrative review of operations under the Act; terms of reference of parliamentary review of the Act.

# **GREAT LAKES PILOTAGE AUTHORITY, LIMITED**

## **Chapter 48**

# GREAT LAKES PILOTAGE AUTHORITY, LIMITED

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GREAT LAKES PILOTAGE AUTHORITY, LIMITED  
(GLP)

PRESIDENT

GENERAL  
MANAGER

OPERATIONS

(OPE)

005 Pilotage Services  
010 Tariffs

MANAGER OF FINANCE AND  
ADMINISTRATION  
GREAT LAKES PILOTAGE  
AUTHORITY, LIMITED  
4TH FLOOR  
132 SECOND STREET EAST  
P.O. BOX 95  
CORNWALL, ONTARIO  
K6H 5R9



# GREAT LAKES PILOTAGE AUTHORITY, LIMITED

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## Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed on February 1, 1972. The Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Limited was incorporated by Letters Patent on May 17, 1972 as a subsidiary of the St. Lawrence Seaway Authority and as a Schedule C Part 1 Crown corporation within the meaning and purpose of the *Financial Administration Act*.

## Laws and Regulations

The Great Lakes Pilotage Authority, Limited is governed by the following Acts.

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Authority By-Laws
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.

## Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all waters in the Province of Québec south of the northern entrance to the St. Lambert Lock and all Canadian waters in and around the Province of Ontario and Manitoba. Pilotage in international waters within these boundaries are shared with U.S.A. Pilot Corporations which are under direction of the United States Coast Guard, as agreed under a Memorandum of Arrangements between Canada and the United States. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

## Organization

The Great Lakes Pilotage Authority, Limited consists of a chairman, vice chairman and five members appointed by the Governor-in-Council. The Authority's head office is located in Cornwall, Ontario. The Eastern District operations office is located at headquarters in Cornwall, and the Western District operations office in St. Catharines, Ontario. All management services, administrative,

personnel, financial contracts and purchasing are provided by the Cornwall office.

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Manager of Finance and Administration  
Great Lakes Pilotage Authority, Limited  
132 Second Street East, 4th Floor  
P.O. Box 95  
Cornwall, Ontario  
K6H 5R9  
Telephone: (613) 933-2995

## Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

### Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

## Operations Branch

The function of this branch is to provide pilotage service by assignment and to dispatch qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority, Limited.

### Manuals

- Collective Agreements
- Working Rules
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

## Classes of Records

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GLP/OPE-005    *Formerly Identified as:*    GLPA-10

### Pilotage Services

*Description:* Information on provision of pilotage services within the Great Lakes region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs.

GLP/OPE-010    *Formerly Identified as:*    GLPA-20

### Tariffs

*Description:* Information on setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.



# **IMMIGRATION APPEAL BOARD**

## **Chapter 49**



# IMMIGRATION APPEAL BOARD

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## IMMIGRATION APPEAL BOARD

(IAB)

### OPERATIONS

(OPS)

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(ADM)

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921 Human Resources  
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924 Pensions and Insurance  
925 Salaries and Wages  
926 Staff Relations  
927 Training and Development

ACCESS TO INFORMATION  
CO-ORDINATOR  
IMMIGRATION APPEAL BOARD  
116 LISGAR STREET, 3RD FLOOR  
OTTAWA, ONTARIO  
K1A 0K1

# IMMIGRATION APPEAL BOARD

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## Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976 to hear appeals made under the Act and to consider the redetermination of claims to refugee status under the UN Convention on the Status of Refugees.

## Laws and Regulations

- Immigration Act, 1976
- Immigration Regulations, 1978
- Immigration Appeal Board Rules (Appellate), 1981
- Immigration Appeal Board Rules (Convention Refugee), 1981

## Overall Responsibilities

The Board is a court of record and appeal. Applications and related proceedings are heard in open court; the record of any proceedings is public information and available from the registrar on request, except where, at the request of one of the parties to an action, the Board at its discretion directs that the proceedings be held *in camera*. In making its decisions the Board is bound by the legislation and the whole of Canadian immigration jurisprudence, relevant decisions and interpretations of higher courts. Its proceedings are governed by rules of procedure and it has the powers, rights and privileges of a superior court of record.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

## Appellate

The Board hears appeals made by:

- permanent residents of Canada or Convention refugees who have been ordered deported;
- persons holding a valid visa who are refused entry into Canada;
- the Minister of Employment and Immigration when the Minister is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; and
- Canadian citizens who have sponsored an application for landing in Canada by a member of their family which has been refused.

## Convention Refugees

Persons who have made a claim to be a Convention refugee within the meaning of the UN Convention on the Status of Refugees and whose claim has been refused by the Minister of Employment and Immigration may apply to the Board for a redetermination of that claim.

## Organization

Under the *Immigration Act*, the Board consists of not fewer than seven and not more than eighteen members who are appointed by the Governor-in-Council. The present Board consists of the chairman, five vice chairmen and twelve other members. A quorum of the Board may not be fewer than three members, one of whom must be the chairman or a vice chairman.

Headquartered in Ottawa, the Board has permanent regional courts in Ottawa (National Capital Region), Montréal (Québec and the Maritimes), Toronto (Ontario) and Vancouver (British Columbia and the Yukon). A permanent registry office is maintained in Winnipeg to serve the Prairies and western Canada. The Board goes to other cities in Canada as the volume of cases warrants. It is supported by an Operations Branch (Secretariat), Finance, Administration and Personnel Branch, and four regional offices.

## Publications

- Annual Report — at the close of each calendar year, the chairman reports on the work of the Board to the Minister of Employment and Immigration who tables the report in Parliament within 30 days of the beginning of the fiscal year.
- Information Notice — in acknowledging receipt of an appeal or application, the Board includes an information notice which describes in some detail the nature of the proceedings before the Board.
- Decision and Reasons for Judgement — notes on decisions of the Immigration Appeal Board are published monthly in the Canadian Law Information Council (CLIC) publication.

## Key Contacts

General enquiries should be directed to

### National Capital Region, Québec and the Maritimes

Registrar  
Immigration Appeal Board  
Guy Favreau Complex  
200 Dorchester Blvd. West  
East Tower, 1st Floor  
Montréal, Québec  
H2Z 1X4

### Ontario

Registrar  
Immigration Appeal Board  
1235 Bay Street, 6th Floor  
Toronto, Ontario  
M5R 3K4

### Prairies and Western Canada

Registrar  
Immigration Appeal Board  
Commercial Building  
8th Floor  
169 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 0H2

### British Columbia and the Yukon

Registrar  
Immigration Appeal Board  
Suite 1600  
800 Burrard Street  
Vancouver, British Columbia  
V6Z 2J9

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Immigration Appeal Board  
116 Lisgar Street, 3rd Floor  
Ottawa, Ontario  
K1A 0K1  
Telephone: (613) 995-6486

## Operations Branch

This branch operates as a secretariat to support the Board and is responsible for the planning, co-ordination and direction of the Immigration Appeal Board activities at head office and in the regions. It provides legal advice and research services to the Board, responds to enquiries and brings actions before other courts.

# IMMIGRATION APPEAL BOARD

## Administration Branch

This branch provides managerial advice, and financial, administrative and personnel support to the Immigration Appeal Board.

### Manuals

- Procedures and Directives Relating to the Procedures within the Immigration Appeal Board

## Regional Offices

The functions of the regional offices include the maintenance of the Immigration Appeal Board Regional Registry, the administration for the court and the delivery of judgements and orders.

### Manuals

- Instructions and Directives on Procedures within the Regional Offices

## Classes of Records

IAB/OPS-005 *Formerly Identified as:* IAB-10

### Case Files

*Description:* The record of all appeals and applications made to the Board. This class contains the complete information, evidence, exhibits, arguments and submissions upon which the Board makes its decision.

IAB/OPS-010 *Formerly Identified as:* IAB-20

### Immigration Appeal Board Index

*Description:* Information on the jurisprudence of the Board. *Topics:* Precedents and significant decisions of Immigration Appeal Board, Federal Court, Supreme Court. *Storage Medium:* Cardex. *Special Access Note:* Cardex is available in regional libraries.

IAB/OPS-015 *Formerly Identified as:* IAB-30

### Conduct of Hearings

*Description:* Information on the conduct of hearings before the Immigration Appeal Board – appeals, applications for redetermination and related matters. *Topics:* Practices and procedures for court administration; practices and procedures for court reporters and interpreters; judgements and orders; detained persons; reasons; transcripts.

IAB/OPS-020 *Formerly Identified as:* IAB-40

### Judicial Information

*Description:* Information on the application of related legislation, interpretations and decisions of other courts, legal processes and rules of procedure. *Topics:* Acts; orders and regulations; enquiry proceedings; administrative law organizations; interpretations and decisions of the Federal and the Supreme Court.

IAB/ADM-903 *Formerly Identified as:* NO REFERENCE

### Administrative and Management Services (New)

*Description:* See standard classes of records.

IAB/ADM-905 *Formerly Identified as:* NO REFERENCE

### Buildings and Properties (New)

*Description:* See standard classes of records.

IAB/ADM-906 *Formerly Identified as:* NO REFERENCE

### Buildings (New)

*Description:* See standard classes of records.

IAB/ADM-909 *Formerly Identified as:* NO REFERENCE

### Equipment and Supplies (New)

*Description:* See standard classes of records.

IAB/ADM-911 *Formerly Identified as:* NO REFERENCE

### Office Appliances (New)

*Description:* See standard classes of records.

IAB/ADM-912 *Formerly Identified as:* NO REFERENCE

### Procurement (New)

*Description:* See standard classes of records.

IAB/ADM-914 *Formerly Identified as:* NO REFERENCE

### Finance (New)

*Description:* See standard classes of records.

IAB/ADM-915 *Formerly Identified as:* NO REFERENCE

### Accounts and Accounting (New)

*Description:* See standard classes of records.

IAB/ADM-916 *Formerly Identified as:* NO REFERENCE

### Audits (New)

*Description:* See standard classes of records.

IAB/ADM-917 *Formerly Identified as:* NO REFERENCE

### Budgets (New)

*Description:* See standard classes of records.

IAB/ADM-918 *Formerly Identified as:* NO REFERENCE

### Personnel (New)

*Description:* See standard classes of records.

IAB/ADM-919 *Formerly Identified as:* NO REFERENCE

### Classification of Positions (New)

*Description:* See standard classes of records.

IAB/ADM-920 *Formerly Identified as:* NO REFERENCE

### Employment and Staffing (New)

*Description:* See standard classes of records.

IAB/ADM-921 *Formerly Identified as:* NO REFERENCE

### Human Resources (New)

*Description:* See standard classes of records.

IAB/ADM-923 *Formerly Identified as:* NO REFERENCE

### Official Languages (New)

*Description:* See standard classes of records.

IAB/ADM-924 *Formerly Identified as:* NO REFERENCE

### Pensions and Insurance (New)

*Description:* See standard classes of records.

IAB/ADM-925 *Formerly Identified as:* NO REFERENCE

### Salaries and Wages (New)

*Description:* See standard classes of records.

IAB/ADM-926 *Formerly Identified as:* NO REFERENCE

### Staff Relations (New)

*Description:* See standard classes of records.

IAB/ADM-927 *Formerly Identified as:* NO REFERENCE

### Training and Development (New)

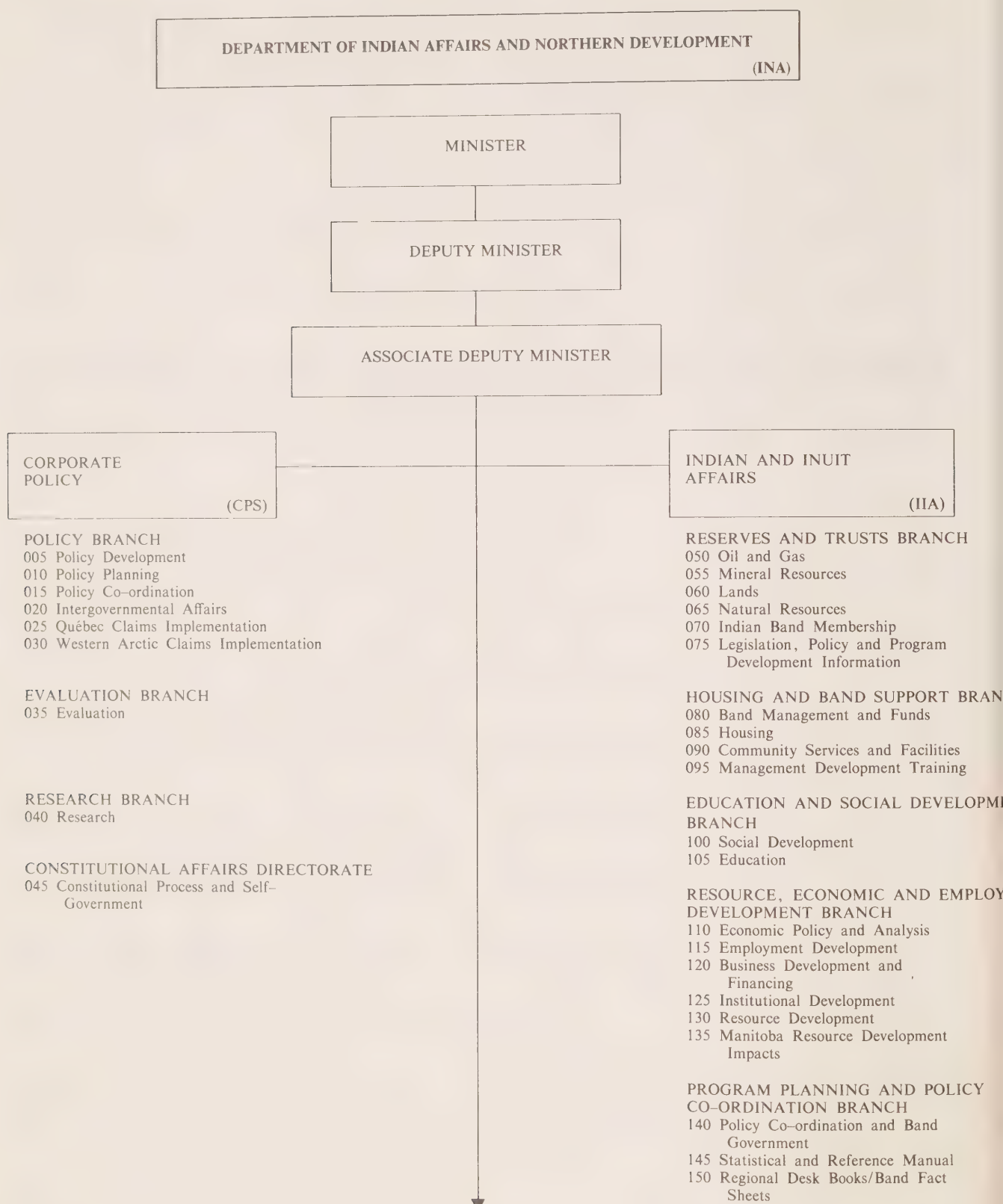
*Description:* See standard classes of records.



# **DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT**

## **Chapter 50**

# DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT



# DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

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OFFICE OF THE DEPARTMENTAL  
ACCESS AND PRIVACY  
CO-ORDINATOR  
DEPARTMENT OF INDIAN AFFAIRS  
AND NORTHERN DEVELOPMENT  
OTTAWA, ONTARIO  
K1A 0H4



## Background

The Department of Indian Affairs and Northern Development (DIAND) is essentially people-oriented. Its major efforts are directed towards Indians and Inuit and to all who live in the vast and sparsely settled area north of the 60th parallel. At the same time, a long-term policy of decentralization means programs are being handled increasingly by these people themselves.

The Department was established under Section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. 1-7, as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The *Department of Indian Affairs and Northern Development Act* describes the duties, powers and functions of the Minister of Indian Affairs and Northern Development as extending to and including all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to Indian Affairs, the Northwest Territories and the Yukon Territory and their resources and affairs and Eskimo affairs.

## Laws and Regulations

The federal government's legislative responsibilities for Indian people and Inuit derive from Section 91(24) of the *Constitution Act* (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the *Indian Act* — which remains the major expression of federal jurisdiction in this area — was passed and a series of treaties were concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the *B.N.A. Act* was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

- Alberta Natural Resources Act
- Arctic Waters Pollution Prevention Act
- British Columbia Indian Reserves Mineral Resources Act
- Canada Land Surveys Act, Part III
- Canada Oil and Gas Act
- Caughnawaga Indian Reserve Act
- Cree/Naskapi (of Québec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act
- Fort Nelson Indian Reserve Minerals Sharing Act
- Indian Act
- Indian (Soldier Settlement) Act
- Indian Lands (Settlement of Differences) Act
- Indian Oil and Gas Act
- James Bay and Northern Québec Native Claims Settlement Act
- Lac Seul Conservation Act
- Lake of the Woods Control Board Act
- Land Titles Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Revisions Act
- New Brunswick Indian Reserves Agreement Act
- Northern Canada Power Commission Act
- Northern Flood Agreement
- Northern Inland Waters Act

- Northern Mineral Exploration Assistance Regulations
- Northwest Territories Act
- Nova Scotia Indian Reserves Agreement Act
- Oil and Gas Production and Conservation Act
- Prospector's Assistance Terms and Condition Orders
- Public Land Grants Act
- Railway Belt Act
- Railway Belt and Peace River Flood Act
- Railway Belt Water Act
- Refunds (Natural Resources) Act
- Saskatchewan and Alberta Roads Act
- Saskatchewan Natural Resources Act
- Songhees Indian Reserve Act
- St. Peters Indian Reserve Act
- St. Regis Indian Reservation Act
- Territorial Lands Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- Yukon Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act

## Overall Responsibilities

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: (a) to initiate, encourage and support measures that will respond to the needs and aspirations of the Indian and Inuit people, and will improve their social, cultural and economic well-being; (b) to encourage the orderly economic and political development of the Yukon and the Northwest Territories, and to co-ordinate all federal activities in the two territories; (c) to ensure that lawful obligations to Indian people are met, and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

## Organization

The Department is organized into five operative program areas: Indian and Inuit Affairs; Northern Affairs; Office of Native Claims; Finance and Administration (including Personnel Services); and Corporate Policy.

## Key Contacts

The Department encourages those who request information to utilize the present lines of communication described below since the intent is to make available as much information as possible through informal channels.

General departmental information is provided by the Departmental Secretariat and the Communications Branch, including the Public Enquiries and Response Division at Headquarters. The Public Enquiries and Response Division publishes a *Directory of Publications*, which is available on request. Contact may be made in person, by telephone or in writing at one of the following addresses:

# DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

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## **Public Enquiries and Response Division**

Communications Branch  
Department of Indian Affairs and Northern Development  
10 Wellington Street, North Tower, 21st Floor  
Les Terrasses de la Chaudière  
Hull, Québec  
K1A 0H4  
Telephone: (819) 997-9885

A new toll-free across-Canada INWATS information line has been set up in the Public Enquiries and Response Division in Ottawa. This number, 1-800-567-9604, is designed to assist the general public in obtaining information about the Department.

## **Departmental Secretariat**

Department of Indian Affairs and Northern Development  
10 Wellington Street, North Tower, 19th Floor  
Les Terrasses de la Chaudière  
Hull, Québec  
K1A 0H4  
Telephone: (819) 994-1207

The Departmental Library and documentation/reference centres are located in Les Terrasses de la Chaudière, Hull, Québec, as follows:

## **Departmental Library**

14th Floor  
Les Terrasses de la Chaudière  
Telephone: (819) 997-0799

The departmental library has information on the following subjects: Indians of North America, Inuit, the Canadian North, Canadian and American history, anthropology, economic development, sociology and natural sciences.

## **Treaties and Historical Research Centre**

19th Floor  
Les Terrasses de la Chaudière  
Telephone: (819) 994-1182

The Research Centre has information on the following: historical material on Canadian Indian treaties, claim processes and mechanisms; the *Indian Act* and related subjects; native law.

## **Indian and Inuit Affairs Program Reference Centre**

16th Floor  
Les Terrasses de la Chaudière  
Telephone: (819) 997-9117

The Reference Centre contains material on the following: statistics, genealogy, history of the Canadian Indian and Inuit.

## **Mining Geology Microfilm Centre**

7th Floor  
Les Terrasses de la Chaudière  
Telephone: (819) 997-0911

The Centre has data of a geological nature covering the Yukon and Northwest Territories.

## **Inuit Art Research and Documentation Centre**

9th Floor  
Les Terrasses de la Chaudière  
Telephone: (819) 997-9440

The Centre has material dealing with Inuit arts and crafts.

## **Access Procedures**

The departmental co-ordinator for access to information oversees the administration of the access procedures in the Department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemptions and third-party notifications, responses to enquiries from the information commissioner, appeals before the Federal Court and the report to Parliament. For all formal requests for access to

departmental records holdings, requesters should complete the Access to Information Request Form available at national, regional and district offices. The form should be submitted in person to the DIAND office where it was acquired or mailed to the Office of the Departmental Co-ordinator in Ottawa.

Records material is maintained in national headquarters, regional and district offices located throughout Canada. The method of accessing records may vary according to the nature of the record medium, the type of request for access and the record location.

Enquiries concerning the administration of the *Access to Information Act* in the Department and formal requests should be addressed to

Office of the Departmental Access and Privacy Co-ordinator  
Department of Indian Affairs and Northern Development  
Ottawa, Ontario  
K1A 0H4  
Telephone: (819) 997-0307

## **CORPORATE POLICY**

The mandate of Corporate Policy is to ensure that the Department's policies are coherent, consistent with the Minister's and Government's priorities and effective in meeting clients' needs. Corporate Policy's responsibilities include strategic planning, co-ordination of policy both within the Department and with other departments and central agencies, development of substantive policies on a wide range of issues, management of the Department's participation in the constitutional process, inter-governmental relations with the provinces, program evaluation, research, and parliamentary relations.

The Corporate Policy Sector is organized into four branches: Policy, Research, Evaluation and Constitutional Affairs. The Policy Branch includes five directorates: Policy Planning and Development, Inter-governmental Affairs, the Québec Claims Implementation Secretariat, Policy Co-ordination, and Western Arctic Claims Implementation Secretariat.

## **Policy Branch**

### **Policy Planning and Development Directorate**

The directorate is responsible for developing policies on a wide range of issues which are central to the Department's mandate; for preparing analyses to be used in strategic planning; and for the operational plan for Corporate Policy.

### **Policy Co-ordination Directorate**

The directorate provides briefings and other assistance to the deputy minister and Minister in relation to their Parliamentary responsibilities and as participants in the Cabinet committee system; and ensures that responses to the Minister's and deputy minister's correspondence are timely and accurately reflect departmental policies.

### **Intergovernmental Affairs Directorate**

The directorate is responsible for managing the Department's intergovernmental relations with the provinces and ensuring the consistent application of policies in an intergovernmental context.

## **Manuals**

- British Columbia Region Administrative Circular on Policy, Research and Consultation Funds

# DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

## Québec Claims Implementation Secretariat

The responsibilities of the secretariat include reviewing provisions of the James Bay and Northern Québec Agreement and the Northeastern Québec Agreement and assessing if federal obligations are being met. The secretariat responds to complaints that obligations are not being met by co-ordinating work by the Department and other departments/ agencies.

### Manuals

- James Bay and Northern Quebec Agreement (JBNQA)
- Northeastern Québec Agreement (NEQA)
- Implementation Review (JBNQA) (1982)
- Cree/Naskapi (of Québec) Act

## Western Arctic Claims Implementation Secretariat

The secretariat co-ordinates federal and territorial government departments to ensure implementation of the Western Arctic Claim is carried out in a full, fair and efficient manner in keeping with the spirit and intent of the agreement.

### Manuals

- Western Arctic Claim — The Inuvialuit Final Agreement
- Western Arctic (Inuvialuit) Claims Settlement Act

## Evaluation Branch

This branch provides the focus for the periodic and independent review and assessment of a program or program components. Program evaluation examines the relevance of programs in light of present circumstances, their effectiveness, and how they might be improved. The evaluation function is an important element in the government-wide Policy And Expenditure Management System (PEMS).

### Manuals

- Departmental Evaluation Policy (1982)
- D/D 10-5 (Part 17, Section 1) — February 1980 — Departmental Audit and Evaluation Committee

## Research Branch

This branch supports, directs, co-ordinates and conducts research and disseminates research findings in support of departmental goals and priorities. It is also responsible for administering funds to native groups to support research, development and negotiation of native claims, and for supplying special research and advisory services to native and other client groups.

## Constitutional Affairs Directorate

The directorate oversees and co-ordinates the Department's contribution to the constitutional process to define the rights of Canada's aboriginal peoples, and additionally, directs and co-ordinates the Department's contribution to the definition of aboriginal/Indian self-government. Involvement continues in subsequent activities flowing from these decisions.

## INDIAN AND INUIT AFFAIRS PROGRAM

The program assists Indian people who come within the provisions of the *Indian Act* ("status" Indians, of which there are approximately 303,000 in Canada) and Inuit in Northern Québec and Labrador (numbering approximately 7,500), to achieve their expressed social, economic and cultural goals within Canadian society.

The program administers the statutory commitments defined by the *Indian Act*, including the registration of Indian people, matters

concerning reserve lands and other Indian resources, and band elections; it implements the administrative measures needed to ensure that the federal government's lawful obligations to Indian people are met. These functions are administered in five main program areas: reserves and trusts; housing and band support; education and social development; program planning and policy co-ordination; and resource, economic and employment development.

As a reflection of the Department's changing role from one of direction to one of support, the program works closely with Indian band councils, and Indian and Inuit communities to encourage the continued growth of community self-determination.

The program has a regional information adviser in each of its seven regional offices south of 60°.

## Regional Offices

### British Columbia Region

Indian and Inuit Affairs Program  
800 Burrard Street, Suite 1000  
P.O. Box 1000  
Vancouver, British Columbia  
V6Z 2J3  
Telephone: (604) 666-5206

### Alberta Region

Indian and Inuit Affairs Program  
9942-108th Street, 3rd Floor  
Edmonton, Alberta  
T5K 2J5  
Telephone: (403) 420-2815

Indian Minerals (West)  
Government of Canada Building  
Room 654  
P.O. Box 2924, Station M  
220, 4th Avenue S.E.  
Calgary, Alberta  
T2P 2M7  
Telephone: (403) 231-5625

### Saskatchewan Region

Indian and Inuit Affairs Program  
2221 Cornwall Street, 3rd Floor  
Regina, Saskatchewan  
S4P 2L1  
Telephone: (306) 359-6753

### Manitoba Region

Indian and Inuit Affairs Program  
275 Portage Avenue, 11th Floor  
Winnipeg, Manitoba  
R3B 3A3  
Telephone: (204) 949-4692

### Ontario Region

Indian and Inuit Affairs Program  
25 St. Clair Avenue East., 5th Floor  
Toronto, Ontario  
M4T 1M2  
Telephone: (416) 966-5544

### Québec Region



# DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

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Indian and Inuit Affairs Program  
320 Saint-Joseph Street East  
P.O. Box 3725, Saint-Roch  
Québec, Québec  
G1K 7Y2  
Telephone: (418) 648-4903

## Atlantic Region

Indian and Inuit Affairs Program  
40 Havelock Street  
P.O. Box 160  
Amherst, Nova Scotia  
B4H 3Z3  
Telephone: (902) 667-3818

Indian and Inuit Affairs Program  
Federal Building  
Main Street  
P.O. Box 4100  
Whitehorse, Yukon Territory  
Y1A 3S9  
Telephone: (403) 668-6474

Indian and Inuit Affairs Program  
4914 — 50th Street  
Bellanca Building  
P.O. Box 2760  
Yellowknife, Northwest Territories  
X0E 1H0  
Telephone: (403) 920-8283

## Reserves and Trusts Branch

This branch ensures that treaty obligations and trust responsibilities concerning lands, estates, natural resources, band funds and membership are fulfilled. It administers those sections of the *Indian Act* that deal with band elections, referenda, by-laws, estates and lands, and provides management and entrepreneurial expertise to Indian bands in response to band council requests for the development of band-owned mineral resources. The branch is divided into five directorates: Indian Minerals Directorates (East and West); Lands; Legal Liaison and Support; Membership and Statutory Requirements; and Office of the Senior Resources Advisor.

## Indian Minerals Directorates (East and West)

These directorates identify, manage and provide for the development of mineral resources of Indian lands under the authority of the *Indian Act*, the *Indian Oil and Gas Act*, the *Indian Mining Regulations*, the *Indian Oil and Gas Regulations* and other applicable guidelines. This process is carried out in direct collaboration with Indian band councils. The directorates assist in providing mineral-information orientation training, placement and counselling services to Indian bands and advise departmental officials and other government agencies on all matters concerning mineral information.

## EDP Systems

- The oil and gas royalty revenue system (Indian Minerals West Office): it records all relevant data used in the calculation of oil and gas royalty revenues due to Indian bands.

## Lands Directorate

This directorate manages the Department's responsibilities under the *Indian Act* for Crown-owned land set aside for the use and benefit of Indian bands, including the fulfillment of treaty obligations, maintenance of the land registry and administration of Indian estates.

## Manuals

- Land Registry Practices Manual

- Indian Estates Manual
- Land Transactions Manual

## Legal Liaison and Support Directorate

This directorate provides a legal liaison and support service to the program and the Department of Justice with respect to litigation brought by or against the Crown involving Indian lands, monies or minerals. A test case funding contribution program is also managed by the Department to provide funds so that important legal issues can be determined by the courts.

## Membership and Statutory Requirements Directorate

This directorate provides for the management and administration of trust responsibilities set out in the *Indian Act* which relate to membership, elections, referenda, by-laws, other statutory obligations and trust funds as well as obligations under existing treaty agreements. The directorate's objective is to fulfill the legal obligations to Indians as required by the *Indian Act* and existing treaties by means of a computerized membership register, statistical tables and data derived from the membership register and Band lists, a computerized statutory requirements information management system, and a computerized trust accounting system.

## Manuals

- Guide for Membership Administrators

## EDP Systems

- Indian membership system: Records information on vital events, e.g., births, deaths, adoptions, marriages, divorces, entered on the Indian Register creating a permanent record of the approved status of all registered Indians and establishing their membership in a particular band. Also records information on the name of the registered individual, the name of his or her band and the band number and/or off-reserve residence.
- Indian demographic statistics (Sub) system: Produces vital statistics and other demographic data from the Indian membership system.
- The trust accounting system (TAS) embraces the following types of trust accounts: capital, revenue, estates, savings, absent or missing heirs/individuals, mental incompetents, guardianship, adopted children, and trust suspense. The administrative and financial functions relative to these accounts are undertaken by regions and monitored by headquarters. Trust accounts fall into three categories: band funds accounts for capital and revenue, individual accounts and the trust suspense accounts.
- The statutory requirements information management system (SRIMS): includes archives information on bands, band councils, band by-laws, elections and election appeals, treaty information, legal opinions index and cross-reference, appointments of commissioners for oaths, and Justices of the Peace. Principle use of this system is the reduction of response time to matters involving dates and time frames related to the processing of band by-laws, elections and election appeals. It also provides for a computerized record of treaty payments entitlement and arrears.

## Office of the Senior Resources Advisor

The Office of the Senior Resources Advisor provides liaison with the Indian Minerals directorates (East and West) and is responsible for policy and program development for mineral responsibilities. Input from both field directorates is co-ordinated through the senior resources advisor's office for on-the-spot information/advice required by the Minister and other senior officials on all mineral resource matters.

## Housing and Band Support Branch

This branch provides assistance for Indians living on reserves by providing housing subsidies for the construction and renovation of units as well as management and technical support and training to bands. Provision exists for the Minister to guarantee housing loans from Canada Mortgage and Housing Corporation (CMHC) or approved lenders, as defined in the *National Housing Act*. Band Support encourages local control of, and accountability for, Indian programs and services. The branch is divided into four directorates: Band Support; Housing; Capital Management; and Indian/Inuit Management Development.

### Band Support Directorate

This directorate encourages local control of, and accountability for, Indian programs and services by promoting the growth of sound local administration to provide bands with increased capacity for the planning and management of their own affairs.

#### Manuals

- Terms and Conditions for Contribution Arrangements
- Local Government Authorities Manual
- Program Circular D-1 on Indian Local Government
- Program Circular D-2 on District Councils
- Program Circular D-4 on Band Operated Local Services
- Program Circular D-5 on Band Employee Benefit Plans
- Program Circular D-5-1 on Band Employee Benefits Operational Guidelines
- Program Circular D-6 on Band Support Funding
- Program Circular Appendix D-6-1 on Band Support Funding Operational Guidelines
- Local Government Program Development Manual (British Columbia Region)
- Local Government Finance Manual (British Columbia Region)
- Guidelines for Band Councils (British Columbia Region)

### Housing Directorate

This directorate provides assistance for housing to Indian Bands and individual Indians living on reserves or designated Indian settlements in the form of front-end subsidies, management and technical support and training. The Minister can provide a guarantee for the repayment of housing loans to CMHC and lenders approved under the *National Housing Act*.

#### Manuals

- Program circulars J-1 to J-5 on Indian Housing Programs
- Terms and Conditions Respecting the Housing of Individual Indians on Reserves — P.C. 1980-2753
- Terms and Conditions on Housing Regulations — P.C. 1981-810
- National Housing Act
- Off-Reserve Housing Regulations
- Rental Housing, (British Columbia Region)
- Residential Rehabilitation Assistance Program (RRAP)
- Guidelines (British Columbia Region)
- On-Reserve Housing Operating Manual (British Columbia Region)

#### EDP Systems

- Indian off-reserve housing system: Provides information on mortgages, foreclosures and forgiveness transactions for Indians and Inuit living off reserves.

## Capital Management Directorate

This directorate develops facilities in Indian and Inuit communities geared to community health and safety needs such as sewer, water, electricity, garbage collection, fire prevention services and road development. Also assists federally- and band-operated schools and joint school agreements with the provinces.

#### Manuals

- Capital Planning Process
- How to Get Project Approvals
- Capital Management Manual
- Classification of Indian Bands by Geographic Zone
- Capital Management Operational and Funding Handbook for the Community Infrastructure and Education Facilities Operations and Maintenance Program

## Indian/Inuit Management Development Directorate

This directorate helps Indian Bands and Inuit communities to improve management and administration by applying generally accepted management practises and community identified standards of service.

#### Manuals

- Program Procedure, Indian/Inuit Management Development Program
- Program Directive, Indian/Inuit Management Development Program

## Education and Social Development Branch

This branch offers a full range of educational services to Indians and Inuit which respond to their needs, and assists Indians and Inuit and their families to obtain access to welfare services and assistance.

This branch is divided into two directorates: Education and Social Development.

### Social Development Directorate

This directorate provides funds for social assistance and related services, funds for administering and purchasing child and family welfare services, and adult care rehabilitation services. Advice and training are provided to assist Indian communities in administering their own services.

#### Manuals

- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- National Standards for Child Welfare and Adult Care

#### EDP Systems

- Database System: Provides financial information on social assistance, child welfare, adult care and all other social services extended to Indians.
- Management Information System: Provides statistical and financial information on social assistance and welfare services.

### Education Directorate

This directorate ensures that on-reserve Indian children have access to elementary and secondary schooling throughout the ordinary school years; administers kindergartens and supports Indian students in extensive vocational and academic post-secondary education. It operates student residences, administers a boarding home program, provides counselling and it assists cultural education centres.



## EDP Systems

- **Indian Education System:** Records personal statistical information about every Indian student for whom the Department has some responsibility, such as, current grade, age, school attended and reasons for leaving school, thus providing a history of individuals' movements through schools.
- **Continuing Education Information System:** Provides statistical and financial information on Indian students in post secondary institutions receiving educational assistance through the Department.

## Resource, Economic and Employment Development Branch

Branch activities reflect the developmental mandate of the Department of Indian Affairs. By supporting the development of Indian and Inuit individuals, the economy and the community, significant improvements will be made to the quality of these living environments. The elements composing the branch are business, employment and employability development, and community development support and program management, which facilitate and support Indian bands and Inuit communities in their efforts to obtain a greater degree of economic independence, develop a viable economic and employment base and improve the quality of their living environments. The branch is divided into six directorates: Economic Policy and Analysis; Employment and Training; Business Development and Financing; Institutional Development; Resource Development and Manitoba Resource Development Impacts.

### Economic Policy and Analysis Directorate

This directorate develops national policies to promote long-term employment and economic self-reliance of Indian communities.

### Employment and Training Directorate

This directorate co-ordinates and/or delivers a range of job creation initiatives for the employment of Indians and Inuit and supports Indian and Inuit planning to access both on- and off-reserve employment opportunities. The directorate also encourages and supports the efforts of individual Indians and Inuit to acquire and maintain the levels of occupational skills essential to the maintenance of equal opportunities for employment. The directorate achieves its objectives through two distinct functional units, employment and training.

### Business Development and Financing Directorate

This directorate provides Indian and Inuit individuals, bands, communities and organizations engaged in the primary, secondary and tertiary sectors with a source of finance in the form of loans, loan guarantees and contributions; also provides a source of technical and managerial assistance.

### Institutional Development Directorate

This directorate provides a source of financial and technical support for Indian and Inuit communities involved in the establishment and operation of economic development institutions.

### Resource Development Directorate

This directorate helps Indian communities deal with the social, economic and environmental impacts of major industrial and resource development projects, as well as aiding Indian communities in developing their own resource development projects.

## Manitoba Resource Development Impacts Directorate

This directorate provides advice and assistance to Manitoba Indian Bands impacted by major development, primarily related to the Northern Flood and Grand Rapids Forebay Agreements.

## Program Planning and Policy Co-ordination Branch

This branch co-ordinates operational planning in program activities by providing direction to the regions in the development of the operational plan; ensuring program branch activities are consolidated into operational plans, including the development of appropriate monitoring, reviewing and reporting systems; and ensuring that policy developments, federal government agreements and external projects and activities are included in the operational planning process. The branch is also responsible for Indian Art programs and Services, Indian Program Secretariat duties, and it operates the Program Reference Centre in conjunction with other branches in the Indian and Inuit Affairs Program. The branch is divided into four directorates: Policy Co-ordination and Band Government Development; Program and Policy Consultation; Program Planning; and Program Services.

### Policy Co-ordination and Band Government Development Directorate

This directorate develops and co-ordinates self-government policies and initiatives to assist bands and to encourage Indian community-based development. It ensures liaison between the Indian and Inuit Affairs Program and the Corporate Policy Sector in all matters pertaining to revisions of the *Indian Act* and the development of legislation to enable Indians to attain self-government.

### Program and Policy Consultation Directorate

This directorate co-ordinates and monitors non-legislative and non-constitutional initiatives in line with recommendation 13 of the Penner Report on Indian self-government. It serves as clearinghouse, catalyst and expediter as part of the self-government process, and as required, provides services in the research and development of new policy initiatives.

### Program Planning Directorate

This directorate designs and co-ordinates processes in the Indian and Inuit Affairs Program for operational planning, work planning, monitoring and control, and related management practices.

### Program Services Directorate

This directorate manages the Department's extensive Indian Art Collection, including curatorial, acquisition and exhibiting functions, and artist support services; the Program Reference Centre, including genealogical and archival research services and a Documentation Centre; the Program Secretariat functions, for both the department and the program itself, including the co-ordination of the Minister's trips; an independent special project capability supporting the assistant deputy minister and the program, and a monitoring and control function related to specialized program activities in line with self-government (bilateral process) initiatives. The directorate co-ordinates the Directory of Services, the Directives Management System and Demographics Statistics support functions for the program. These areas discuss and negotiate with senior officials of bands and associations, private industries and other government and



# DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

departmental agencies. The directorate also provides information co-ordination for the Indian and Inuit Affairs Program on matters related to program wide issues.

## NORTHERN AFFAIRS PROGRAM

The Northern Affairs Program assists the social, cultural, political and economic development of the Yukon and the Northwest Territories, with particular emphasis on the needs of native northerners and the protection of the fragile northern environment. It carries out these responsibilities directly, as well as through the auspices of the governments of the Yukon and the Northwest Territories. Northern Affairs Program activities are directed toward assisting the territorial government (with federal funding support) to provide services to northern residents, to protect and enhance the northern environment and develop northern recreational opportunities; to manage the natural resources of the north and to stimulate economic development and employment opportunities for northern residents; co-ordinating all federal government activities in the two territories; and further developing structures of self-government in the north.

The program consists of three main areas of activity: northern policy and co-ordination; renewable resources and the northern environment; and northern resources and economic planning. The program has regional offices in the Yukon and the Northwest Territories.

### Northwest Territories Region

Northern Affairs Program  
4914-50th Street  
Bellanca Building  
P.O. Box 1500  
Yellowknife, Northwest Territories  
X1A 2R3  
Telephone: (403) 920-8188

### Yukon Region

Northern Affairs Program  
200 Range Road  
Whitehorse, Yukon Territory  
Y1A 3V1  
Telephone: (403) 668-5151

## Northern Policy and Co-ordination Branch

This branch provides the focus within the Department for inter-departmental efforts to co-ordinate federal and territorial policies and programs affecting Canada's north. It is responsible for policy development and evaluation, northern research and special social, cultural and economic development programs for northern Inuit. The branch is divided into four directorates: Northern Policy; Northern Co-ordination and Social Development; Office of the Science and Research Adviser; and Norman Wells Project.

### Northern Policy Directorate

This directorate examines major selected issues and proposed policy positions relating to the Department's responsibilities regarding northern affairs. It analyzes and advises on broad policy issues and leads study groups for special assignments relating to policy matters.

#### Manuals

- Annual Northern Expenditure Plan Procedures Manual

#### EDP Systems

- Expenditure system: Produces actual forecast and planned expenditures based on budget allocations, transfers received or disbursed, grants and contributions, loans and salaries by agencies operating in the north from the 1973-74 fiscal year to the present.

## Northern Co-ordination and Social Development Directorate

This directorate plans and recommends federal policies for the constitutional development of the Yukon and Northwest Territories. It monitors and analyzes territorial legislation and programs, provides a contact point for the territorial government and develops policies and procedures for federal-territorial fiscal relations. It also provides specialist services in matters of Inuit culture, language, communications, art and business. The directorate is also responsible for the public review of all hydrocarbon transportation projects north of 60°, both by land and sea. As such, it provides the focal point within the Department for the public review of hydrocarbon transportation applications north of 60°.

#### Manuals

- 1972 Pipeline Guidelines

## Office of the Science and Research Advisor

This office is a northern research unit with roles in science support and scientific advice on matters of priority and concern to the Northern Affairs Program.

## Norman Wells Project

A 1981 Cabinet decision cited the Minister of Indian and Northern Affairs as the Minister responsible for co-ordination of regulation, planning and management of the Norman Wells Project. To discharge this responsibility, the Department appointed a Federal Project Co-ordinator in early 1982, operating out of Yellowknife. The co-ordinator promotes co-ordinated project management to reduce regulatory duplications; provides a visible focus for all project participants to air project concerns; monitors and reports on government and industry performance; and facilitates communication channels to all concerned.

## Renewable Resources and Northern Environment Branch

This branch co-ordinates and develops policies, plans and regulations to protect the environment of the Yukon and Northwest Territories and the adjacent offshore regions, and sponsors applied research in this field. It develops the policy framework for environmental assessment of northern development and engineering on the northern environment. It manages land, forest and water resources north of 60°, administers surface rights and environmental regulations for northern Crown lands and controls the use of land and water for hydro power developments of federal lands north of 60°. The branch also administers the Environmental Studies Revolving Fund, which funds necessary environmental and social studies related to oil and gas decision-making on Canadian lands. The branch is divided into four directorates: Northern Environmental Protection; Northern Renewable Resources; Northern Land Use Planning; and the Environmental Studies Revolving Fund.

## Northern Environmental Protection Directorate

This directorate co-ordinates, develops and recommends policies, plans and regulations for environmental protection in the Yukon and Northwest Territories and in adjacent offshore regions. It reviews and assesses major offshore and onshore resource development proposals and engineering undertakings, and makes recommendations for appropriate environmental terms and conditions to be incorporated into departmental permits and licenses. It directs an applied research program and serves as a link between the Northern Affairs Program and the Federal Environmental Assessment and Review Office. A public register of environmentally screened projects, providing an

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assessment chronology of projects reviewed, is also maintained as part of the implementation of the federal Environmental Assessment and Review Process (EARP) in Northern Development.

## Manuals

- Environmental Screening Guidelines

## Environmental Studies Revolving Fund (ESRF)

The fund supports environmental and social studies directly related to oil and gas exploration or development decision-making on Canadian lands. The fund is one of two created under the *Canada Oil and Gas Act*, Section 49. The fund administered by this Department, as well as the one administered by Energy, Mines and Resources, operates on the basis of priority subjects struck by the Ministers involved and is the product of levies imposed on oil and gas interest owners.

## Manuals

- ESRF Guidelines for Study Proposals
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies

## Northern Renewable Resources Directorate

This directorate is responsible for the planning, conservation and management of the inland water resources of the Yukon and Northwest Territories and the Arctic sea waters adjacent to the mainland and islands of the Canadian Arctic. It regulates water use and licenses hydro electric power developments on federal lands north of 60°. It is also responsible for the protection, conservation and management of surface rights on Crown lands in the territories. It conducts biophysical land resource inventories, regulates the surface use of land and controls the disposition of granular materials. As well, the directorate is responsible for the protection and management of northern forest resources, including the cutting and removal of timber on territorial lands.

## Manuals

- Fire Management Manual — Northwest Territories
- Fire Management Manual — Yukon Territory
- Territorial Lands Act (Yukon Region)
- Territorial Lands Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Land Use Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Timber Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Yukon Forest Protection Ordinance (Yukon Region)
- Northern Inland and Waters Act and Regulations (Yukon Region)

## EDP Systems

- Land transaction system: Contains information on land disposition, including leases, sales agreements, permits and reserve lands.

## Northern Land Use Planning Directorate

The directorate implements the land use planning program, provides the secretariat support to the Policy Advisory Committee that provides advice to the Minister on the operation of the program, and offers functional support to the planning offices responsible for the conduct of planning in the Yukon and Northwest Territories. The Land Use Planning Program will incorporate a comprehensive program of regional land use planning to provide for the conservation, development and utilization of both the onshore and offshore components of land and its resources, as well as social, economic and political considerations.

## Northern Resources and Economic Planning Branch

This branch manages the proprietary interests of the federal government in non-renewable resources (including minerals) north of 60°; develops policies and programs for the northern transportation infrastructure; reviews and advises on northern development strategies, policies and plans; develops statistical data and analyses for northern economic planning activities; formulates and co-ordinates plans for particular concerns in the north and implements, in co-operation with the territorial governments, programs to provide equality of opportunity for northern residents. The branch is divided into three directorates: Northern Economic Planning; Mining Management and Infrastructure; and Oil and Gas Management and Major Projects.

The branch also includes the Northern Oil and Gas Action Program (NOGAP) Secretariat.

## Northern Economic Planning Directorate

This directorate directs and advises on formulation of economic development policies and strategies for the north; advises on energy policies and administers energy programs in the north; directs economic and financial analysis of resource development projects; advises on initiatives relating to the development of the native economy; administers a comprehensive data management program that collects, compiles and interprets socioeconomic information pertaining to the northern territories; provides statistical analyses; directs and advises on programs of economic development agreements with the territorial governments to promote economic development; and directs and advises on socioeconomic agreements with the mining and petroleum industries to increase benefits to northern native people while minimizing negative impacts.

## Mining Management and Infrastructure Directorate

The directorate is similar to provincial Mines and Transportation departments. The directorate formulates policies; drafts legislation and regulations to promote orderly management and development of mineral resources in the Northwest Territories and Yukon; assesses the technical, economic, financial and social impacts of mineral projects, and liaises with the mining industry and other interested parties. It formulates transportation and communication policies; develops programs; and assesses transportation needs including roads, airstrips, railways and marine facilities, in support of economic development in the north. The directorate provides functional direction to the Department's regional offices and to senior departmental, inter-departmental and territorial officials, as well as to the mineral industry, labour and native organizations, on all mineral related matters; and carries out mining administration functions.

## Manuals

- Yukon Quartz Mining Act
- Canada Mining Regulations
- Yukon Placer Mining Act
- Territorial Lands Act and Regulations
- Northwest Territories Resource Development Policy
- Granular Materials Off-shore Pricing Policy
- Territorial Coal Regulations (pursuant to the Territorial Lands Act)
- Territorial Dredging Regulations (pursuant to the Territorial Lands Act)
- Territorial Mining Safety Ordinance and Regulations (Yukon Region)
- Territorial Blasting Ordinance and Regulations (Yukon Region)



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## Oil and Gas Management and Major Projects Directorate

This directorate manages northern oil and gas resources of the Yukon and Northwest Territories through co-ordination with the Canada Oil and Gas Lands Administration (COGLA). It ensures that northern policy objectives and concerns continue to be met and promotes and encourages the orderly exploration, development and conservation of the hydrocarbon and other mineral resources of the north, through the development and implementation of policies, programs, legislation and regulations, including the co-ordination of government activities relating to major development projects.

The directorate is also responsible for the management and administration of the Norman Wells oil field under the 1944 Proven Area agreement.

## Northern Oil and Gas Action Program Secretariat (NOGAP)

The secretariat is responsible for the overall management and co-ordination of the Northern Oil and Gas Action Program among seven federal departments and the territorial governments. NOGAP is a seven year (1984/85 to 1990/91) research and planning program to prepare the federal and territorial governments for major hydrocarbon development north of 60° by 1991.

## Northern Regulatory Review Group

This group reviews current northern regulatory and approval processes, and recommends improvements to the co-ordination of policies and regulations north of 60°.

## Canada Oil and Gas Lands Administration (COGLA)

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation of oil and gas exploration and development on Canadian land. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The administrator of COGLA reports to the deputy ministers of Energy Mines and Resources and Indian Affairs and Northern Development. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both departments thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

General information on COGLA may be obtained in person, by telephone or in writing from the following:

Administrator  
Canada Oil and Gas Lands Administration  
Department of Indian Affairs and Northern Development  
Tower B, 355 River Road  
Ottawa, Ontario  
K1A 0E4  
Telephone: (613) 993-3760

## EDP Systems

- Oil and gas, land use and land accounting system: A large and complex system which maintains records of oil and gas land rights and associated financial information on the issuing of rights for oil and gas exploration and development in the north.
- Oil and gas operations system: Contains geological well data,

technical report data and financial information on northern projects identified by lease or permit number.

- Oil and gas velocity analysis system: Contains seismic shot point data and analyses of velocity trends, thus providing the capability for determining optimum locations for drilling wells.
- Oil and gas engineering and geological well data system: A system which maintains engineering and production data for approximately one thousand oil and gas wells in the north.

## OFFICE OF NATIVE CLAIMS

The office was established within the Department in 1974 to deal with the increasing number of native claims being presented to the federal government. The claims are described as either specific or comprehensive. Specific claims are based on grievances that Indian people might have about the federal government's past administration of Indian lands and other assets under the various Acts affecting Indians and reserve lands, and about the government's fulfillment or interpretation of the Indian treaties. Comprehensive claims are based on grievances of Indians, Inuit and Métis pertaining to the loss of their traditional use and occupancy of lands in those parts of Canada where any native rights based on such traditional use and occupancy have not been extinguished by treaty or superseded by law.

The office represents the Minister and the federal government as the focal point for both specific and comprehensive claims negotiations with native groups across the country. It also reviews claims that have been presented to the government, in order to identify and analyze the legal, historical and factual elements relating to the claims.

## ADMINISTRATION

Administration is responsible for the provision of policy and direction and central advisory and administrative services to the Indian and Inuit Affairs Program, the Northern Affairs Program, the Corporate Policy Group and the Office of Native Claims. In terms of the Department's internal organization, it comprises Finance and Professional Services, Communications Branch, and the Personnel Branch.

## Finance and Professional Services

Finance and Professional Services is responsible for the development, management, operation and maintenance of the Department's resource planning and allocation mechanisms and related financial administration systems; the provision of all departmental automated data processing services; the management of the Department's Improvement Management Practices Accountability and Control (IMPAC) initiatives and assistance to departmental management to promote and encourage the use of sound management practices, processes and systems; the provision of a range of technical and contract services relating to such matters, capital construction projects, the maintenance of capital assets and contract administration; the conduct of functional and management reviews and special audits.

The following branches make up the program: Finance, Management Services, Technical Services and Contracts, Management Practices and Departmental Audit.

## Finance Branch

This branch is responsible for resource planning, resource utilization and accounting operations within the Department. Its functions include the development and implementation of resourcing and accounting policies, systems and procedures; advice to senior management and regional financial staff on all financial matters; the operation and maintenance of financial systems; and the provision of financial management training.



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## EDP Systems

- Band service profile system: Provides grants and contributions information on the extent to which Indian bands, associations, tribal and district council, agencies are responsible for managing the delivery of services to Indian communities.
- Budgetary control system: Contains all requisite financial information (budget and cash allotments and expenditures) to identify the balance for any specific departmental function or project.
- Centralized bank account system: Contains financial information on emergency purchases by the Department e.g. welfare cheques, casual salaries to workers in remote locations.
- Expenditure accounting system: Contains expenditure data from the budget control system and provides a wide range of reports for management.
- Energy purchases data capture reporting system: Contains financial information on energy purchased versus energy consumed.
- Loan accounting system: Contains financial information related to direct loans programs administered by the Department and provides a range of regular and ad hoc reports.
- Machine readable interface system: Contains expenditure transaction information compiled for the budget control system and Supply and Services Canada systems (e.g. payment, journal vouchers, receipts).
- Oil and gas royalty and revenue system: Contains financial information on oil and gas royalties collected by the Department on behalf of Indian bands.
- Person-year control system: Contains information on departmental person-year allocation and related budget.
- Project accounting system: Provides financial and project status information on capital projects.
- Supply and Services Canada/expenditure accounting system and reconciliation sub-system: Contains coded financial information from the departmental expenditure accounting system and financial systems of Supply and Services Canada.
- Trust Accounting System: Contains financial and administrative information on a number of trust accounts managed by the Department on behalf of Indian bands and individuals.

## Manuals

- Financial Management Manuals (Series I to III)

## Management Services Branch

The branch is mandated to develop the tools — and to provide assistance to managers — that will provide more effective and efficient management. It also provides the Department's central administrative services, information systems and data processing services.

## EDP Systems

- Automated distribution account system: contains an inventory of all equipment and furniture within the Department.
- Infotheque data storage and retrieval system: contains textual information in any form with a retrieval capability (based on key words).
- Materiel management inventory system: contains an inventory of departmental forms and publications used by the Department.
- Information services inventory system: contains an inventory listing of the 2,000 (plus) departmental publications.

## Technical Services and Contracts Branch

This branch is responsible for the technical planning, design, procurement, project management, technical operation, maintenance

and contracting for real property facilities and other capital assets, by developing policies, standards, guidelines and systems related to these responsibilities. It provides technical advisory services, implements capital projects, fire protection and prevention, construction safety, and management of national programs with a high technical content. The branch is divided into three directorates: Professional Services; Contract Policy and Services Directorate; and Technical Services Directorate.

## Manuals

- DRM 10-7 — Engineering, Architecture and Contracts Manual (established by D/D-6)
- DRM 10-3 — Contracts Manual

## Professional Services Directorate

This directorate is responsible for the provision of professional/technical services, including advisory services in the fields of engineering, architecture, landscape architecture and other technical support fields which are inherent in the planning, design, construction, technical operation and maintenance of all departmental physical facilities and implementation of technical systems.

## Manuals

- Property for School Facilities on Indian Reserves (British Columbia Region)
- Minister's Responsibility Construction Activities on Indian Reserves and Lands (British Columbia Region)
- Terms of Reference to Project Officer (British Columbia Region)
- Guideline for Project Completion Report DRM 10-7/42.7 (British Columbia Region)

## Contract Policy and Services Directorate

This directorate is responsible for the provision of operational and advisory services related to the development and delivery of the contracting process, including such activities as tender call, requests for proposals, review of responses, contract awards, claims, disputes and contract administration covering construction, consulting and non-consulting contracts.

## Technical Services Directorate

This directorate is responsible for the provision of professional/technical/support services, including advisory services, in the area of project management, technical training of departmental and Indian band staff, fire prevention/protection and construction safety, engineering cost analysis, aerial photography, mapping, promulgation of technical publications and various other technical support services.

## Manuals

- Engineering and Architecture Manual (DRM 10-7)
- Technical Support Documents
- Contracts Manual (DRM 10-3)
- Band and Field Staff Training Materials
- Band/Contract Technical Publications
- Guideline Drawing and Specification System
- Guideline Building Design Program

## Management Practices Branch

The goals of this branch include promoting, fostering and maintaining sound managerial practices, processes and systems within the Department as well as their assessment, development or integration by undertaking projects and special assignments identified by senior management.

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## Departmental Audit Branch

The branch carries out a systematic review and appraisal of all departmental operations for purposes of advising management as to the efficiency, economy and effectiveness of internal management policies and controls. The branch develops and implements departmental audit policy and program; co-ordinates and executes all departmental audit operations (except Band audits); and co-ordinates and contacts all audit matters emanating from the offices of the Auditor General, Comptroller General and other central agencies.

## Communications Branch

This branch is responsible for promoting a better understanding of the Department's policies and programs to the general public and various special interest groups. It provides advice to the Minister, the deputy minister and senior management, and a full range of communications services to the operating programs. These encompass communications planning; media relations; special events; public enquiries; publications; exhibits; and films. At the same time, the branch is responsible for an internal communications program directed towards departmental employees; defining departmental communications objectives; and developing and maintaining communications standards within the Department.

## Personnel Branch

The main responsibilities of the branch are to advise the deputy minister with regard to the management of the Department's personnel resources; to formulate the personnel administration program in the Department; to develop policies and programs designed to enhance the Department's performance in personnel administration and human resources utilization; to provide support, advice and functional guidance to senior managers and regional personnel officers in relation to the implementation of personnel administration policies, programs and procedures; to monitor and evaluate personnel administration activities within the Department; and to ensure the quality, effectiveness and statutory compliance of the personnel administration services provided to managers throughout the Department. These services include classification, compensation and benefits, employee health and safety; staffing and human resources planning; staff training and development; staff relations; native employment; affirmative action; official languages and employee assistance programs.

## EDP Systems

- Departmental personnel information system: Contains personnel data on all departmental employees with specific focus on positions.
- Senior personnel advisory services (SPAS): contains personnel data on all SM, EX, PE or feeder-level employees with focus on replacement planning.
- Work force adjustment (WFA): contains personnel data on all surplus or laid-off employees with focus on placement.

## Classes of Records

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INA/CPS-005 *Formerly Identified as:* INA-10

### Policy Development

*Description:* The assessment and the development of policies in an integrated fashion consistent with broad government priorities, departmental objectives and client needs. *Topics:* *Indian Act* revision; national policies on topics such as fisheries, taxation, international issues.

INA/CPS-010 *Formerly Identified as:* INA-20

### Policy Planning

*Description:* Production of departmental strategic planning documents; and Corporate Policy operational plan. *Topics:* Long range policy and management issues; corporate policy operational plan summary.

INA/CPS-015 *Formerly Identified as:* INA-30

### Policy Co-ordination

*Description:* Co-ordination of briefings for the Minister and deputy minister in relation to Parliament, meetings of Cabinet and meetings with other governments. *Topics:* Briefing materials and advice on policy processes within the Department, including interprogram and interdepartmental consultation; also, management documents for use in planning, tracking and participating in policy initiatives in the Department and in other departments.

INA/CPS-020 *Formerly Identified as:* INA-40

### Intergovernmental Affairs

*Description:* Discussion with provincial governments and Indian associations on priority topics of mutual concern to all parties. *Topics:* Consultations, negotiations and agreements between federal and provincial governments and Indian associations on topics such as policing, hunting/fishing rights, environmental and development impacts.

INA/CPS-025 *Formerly Identified as:* INA-45

### Québec Claims Implementation

*Description:* Subject issues include Inuit economic development, training and relocation; Cree/Naskapi relocation, band creation, education, economic development, capital and infrastructure development. *Topics:* Killiniq; Great Whale; Economic development - Inuit; Economic development - Cree/Naskapi; Kawawachikamach; electricity; schools and housing - Inuit; five year plan - Cree Indians; *Creel/Naskapi Act*.

INA/CPS-030 *Formerly Identified as:* NO REFERENCE

### Western Arctic Claims Implementation (New)

*Description:* Subject files pertaining to the registration of the Western Arctic Inuvialuit Final Agreement and to the implementation of the Western Arctic Inuvialuit claims settlement.

INA/CPS-035 *Formerly Identified as:* INA-50

### Evaluation

*Description:* The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. *Topics:* Education, social services, economic and employment development, community services, cultural programs, renewable and non-renewable resources, northern economic development and environmental protection.

INA/CPS-040 *Formerly Identified as:* INA-60

### Research

*Description:* Undertaking and supporting research related to policy and program issues and supporting the claims settlement process. *Topics:* Research grants; research contracts; research projects; studies and surveys; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in the federal government's claims resolution and *Indian Act* revision processes.

INA/CPS-045 *Formerly Identified as:* INA-35

### Constitutional Process and Self-Government

*Description:* Subject issues include Indian/Aboriginal self-government, equality, lands and resources, aboriginal title/rights, treaties/treaty rights, funding (constitutional/Indian self-government/framework legislation), discrimination. *Topics:* Committees, procedures and meetings; FMC aboriginal participants; provincial and territorial organizations; native associations; provinces



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and territories; aboriginal and treaty rights; self-government; land claims; land and resources; service delivery; legal and constitutional issues; briefings.

INA/IIA-050 *Formerly Identified as:* INA-100

### **Oil and Gas**

*Description:* Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas.

INA/IIA-055 *Formerly Identified as:* INA-120

### **Mineral Resources**

*Description:* Mineral resources on Indian lands. *Topics:* The control, development and management of mined metallic and non-metallic minerals, quarried minerals, sand, gravel and groundwater.

INA/IIA-060 *Formerly Identified as:* INA-140

### **Lands**

*Description:* Agreements; individual land holdings and estates; islands; land sales, leases; rights-of-way; surveys; and reserves.

INA/IIA-065 *Formerly Identified as:* INA-160

### **Natural Resources**

*Description:* The control, development and management of natural resources, such as forest and furs; the rights to Indians for fishing, hunting, and trapping.

INA/IIA-070 *Formerly Identified as:* INA-200

### **Indian Band Membership**

*Description:* Contains information and documentation pertaining to the membership of persons in Indian bands under the *Indian Act*. *Topics:* Subjects include determination of the entitlement to claim Indian status, Indian enfranchisement protests, marriage to non-Indians, transfer between bands, legitimization of births and divorces. *Special Access Note:* The name of the band concerned should be included with each request.

INA/IIA-075 *Formerly Identified as:* INA-210

### **Legislation, Policy and Program Development Information**

*Description:* Resource data and relevant federal, provincial and private sector program and policy information which might affect or influence the administration and management of natural resources on Indian lands.

INA/IIA-080 *Formerly Identified as:* INA-220

### **Band Management and Funds**

*Description:* Band local services; legal opinions; Orders-in-Council; Cabinet documents, Treasury Board submissions, contribution arrangements; association support; community based planning, band support funding and band employee benefits. *Topics:* Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines.

INA/IIA-085 *Formerly Identified as:* INA-240

### **Housing**

*Description:* Housing assistance for individual Indians or to Indian band councils. *Topics:* Housing policy; construction or renovations of houses on reserves or designated Indian settlements.

INA/IIA-090 *Formerly Identified as:* INA-260

### **Community Services and Facilities**

*Description:* Community services and facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services, road development, and school facilities.

INA/IIA-095 *Formerly Identified as:* INA-280

### **Management Development Training (Revised)**

*Description:* Provides resources and assistance for management development activities to three groups: Indian and Inuit individuals, bands and communities; post-secondary educational institutions; and Indian/Inuit management training institutes. *Topics:* Training; management support and advice; orientation and information dissemination.

INA/IIA-100 *Formerly Identified as:* INA-300

### **Social Development**

*Description:* Covers subjects relating to social development of Indians including assistance and welfare services provided to Indian individuals, namely income maintenance, family and children's services and community social services.

INA/IIA-105 *Formerly Identified as:* INA-310

### **Education**

*Description:* Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of curriculum.

INA/IIA-110 *Formerly Identified as:* INA-320

### **Economic Policy and Analysis**

*Description:* The planning and developing of programs, surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting the Indian and Inuit communities. *Topics:* Agriculture; arts and crafts; employment; financial programs; natural resources.

INA/IIA-115 *Formerly Identified as:* INA-330

### **Employment Development**

*Description:* Subjects relating to community employment programs for Indian communities; also information on work programs, opportunities and training. *Topics:* Employment related training and mobility; employment development.

INA/IIA-120 *Formerly Identified as:* INA-340

### **Business Development and Financing (Revised)**

*Description:* Records are kept on the financial, technical and managerial assistance provided to Indians and Inuit for the development and expansion of viable businesses. *Topics:* Indian Economic Development direct and guaranteed loans; contributions, Farm Credit Corporation guaranteed loans; Federal Eskimo Loan Fund.

INA/IIA-125 *Formerly Identified as:* INA-350

### **Institutional Development**

*Description:* Records are kept on the financial and technical support to Indians and Inuit communities involved with economic development institutions and corporations.

INA/IIA-130 *Formerly Identified as:* INA-360

### **Resource Development**

*Description:* Hydro dams, heavy oil extraction; coal and metal mining; pipelines; structural minerals.

INA/IIA-135 *Formerly Identified as:* INA-370

### **Manitoba Resource Development Impacts**

*Description:* Advice and assistance to Manitoba Indian Bands on major resource development. *Topics:* Flood and water control; resource development impacts.



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INA/IIA-140 *Formerly Identified as:* INA-400

## **Policy Co-ordination and Band Government**

*Description:* Co-ordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of the *Indian Act*. *Topics:* Local Indian government policy co-ordination (e.g., district councils); *Indian Act* revision; Indian band government legislation; implementation of claims settlement co-ordination (e.g., James Bay).

INA/IIA-145 *Formerly Identified as:* INA-440

## **Statistical and Reference Manual**

*Description:* This manual contains statistics, genealogy for Indians and information on the history of the Canadian Indian and Inuit. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; genealogical and related historical information; Orders-in-Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports.

INA/IIA-150 *Formerly Identified as:* INA-460

## **Regional Desk Books/Band Fact Sheets**

*Description:* The Regional Desk Books are compendiums of current band and regional information, compiled and updated regularly by the unit from existing information systems. *Topics:* Statistical information relating to band population; housing; facilities; socioeconomic; education; grants/contributions; band funds; communication/transportation; regional profiles of the departmental organization and its officials; financial summary; native organizations; regional maps.

INA/NAP-155 *Formerly Identified as:* INA-500

## **Policy Development**

*Description:* These records contain policy analysis and development. *Topics:* General range of policy issues relating to the federal responsibility in the north.

INA/NAP-160 *Formerly Identified as:* INA-520

## **Program Plans and Planning**

*Description:* A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. *Topics:* Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the north by departments and agencies.

INA/NAP-165 *Formerly Identified as:* INA-540

## **Advisory Committee on Northern Development**

*Description:* The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances, employment of native northerners, northern training programs, agendas, minutes.

INA/NAP-170 *Formerly Identified as:* INA-560

## **Territorial Government Administration**

*Description:* Plans and policies for the administration and development of the Yukon and Northwest Territories governments. *Topics:* Councils of the Yukon and Northwest Territories — debates, elections, members, rules, territorial ordinances and legislative programs. *Special Access Note:* Public ordinances arranged by individual ordinance.

INA/NAP-175 *Formerly Identified as:* INA-580

## **Federal-Territorial Agreements and Arrangements**

*Description:* Agreements and arrangements with the Yukon and Northwest Territories.

INA/NAP-180 *Formerly Identified as:* INA-600

## **Cultures and Customs**

*Description:* The cultures and customs of Inuit people are outlined. *Topics:* Arts and crafts — production, collection, conservation, exhibitions, trademarks, Inuit artists' biographies; Inuit orthography; language and dialect; Inuit music; books and publications about and by Inuit.

INA/NAP-185 *Formerly Identified as:* INA-620

## **Health and Social Services**

*Description:* Health services and social services provided or available to native people in the north. *Topics:* Hospitals and nursing stations.

INA/NAP-190 *Formerly Identified as:* INA-640

## **Education**

*Description:* Educational programs designed to raise the educational level of the native people of the north. *Topics:* Adult education - educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation.

INA/NAP-195 *Formerly Identified as:* INA-660

## **Justice and Law Enforcement**

*Description:* Appointments of judges; justices of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics.

INA/NAP-200 *Formerly Identified as:* INA-680

## **International Affairs and Relations**

*Description:* International affairs and relations with foreign countries. *Topics:* Arctic science co-operation; human rights; marine science.

INA/NAP-205 *Formerly Identified as:* INA-700

## **Cultural Grants**

*Description:* Grants to outside organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, anthropological, sociological studies and tours.

INA/NAP-210 *Formerly Identified as:* INA-720

## **Pipelines**

*Description:* The use of pipelines or tankers in the transportation of oil and gas. *Topics:* Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline.

INA/NAP-215 *Formerly Identified as:* INA-740

## **Tankers**

*Description:* The use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands is outlined. *Topics:* Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project.

INA/NAP-220 *Formerly Identified as:* INA-760

## **Scientific Training Grants**

*Description:* All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. *Topics:* Training grants; Northern research.

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**INA/NAP-225** *Formerly Identified as:* INA-780  
**Northern Laboratories**

*Description:* Information pertaining to the laboratories program, its daily management and the annual use of the labs. *Topics:* Igloolik Resource Centre; Inuvik Resource Centre.

**INA/NAP-230** *Formerly Identified as:* INA-790  
**Oil and Gas — Transportation — Pipelines — Norman Wells**

*Description:* Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socioeconomic terms, conditions and studies. *Topics:* Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities.

**INA/NAP-235** *Formerly Identified as:* INA-800  
**Environmental Protection**

*Description:* The record contains information on the environmental protection of the Canadian North. It also includes a public register of environmentally screened projects, which is part of the implementation of the federal Environmental Assessment and Review Process (EARP). *Topics:* Pollution and pollutants of air, land and waters; pollution causes — garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offences and violations of environmental laws.

**INA/NAP-240** *Formerly Identified as:* INA-820  
**Wildlife**

*Description:* Animals — diseases, furs, hides, hunting, hunting licenses and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds — diseases, licenses, traps, regulations, studies and surveys; fish — culture, diseases, licenses, regulations, studies and surveys, reports; insects.

**INA/NAP-245** *Formerly Identified as:* INA-830  
**Environmental Studies Revolving Fund (ESRF) Studies**

*Description:* Environmental Studies Revolving Fund (ESRF) Studies are outlined. *Topics:* Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socioeconomic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues north; social issues south; effect monitoring; icebergs; bottom sediment transport.

**INA/NAP-250** *Formerly Identified as:* INA-840  
**Lands**

*Description:* The protection, conservation, management and administration of territorial lands under the control of the Department are described. *Topics:* Territorial lands, legislation, land use - operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. *Special Access Note:* Claims arranged by individual claims. Arctic land use projects arranged by project name.

**INA/NAP-255** *Formerly Identified as:* INA-860  
**Water Resources**

*Description:* Control, development and management of water resources in the north are included. *Topics:* Hydro power; hydrometric network; meteorological and water quality networks;

licenses; regulations; studies and surveys. *Retrievability:* Licenses arranged by location.

**INA/NAP-260** *Formerly Identified as:* INA-880  
**Forestry**

*Description:* Control, development, management and protection from fire, of forest resources in the north. *Topics:* Logs and logging; timber — cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and, accident prevention and safety programs; forest fires — agreements, behaviour, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. *Special Access Note:* Permit information is available by permit number, name of permittee or location covered by the permit.

**INA/NAP-265** *Formerly Identified as:* INA-890  
**Comprehensive Land Use Planning for the Yukon and Northwest Territories**

*Description:* Compiled since the 1981 announcement of the Northern Land Use Planning Policy, this material covers the development and implementation of the program. *Topics:* Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/native/industry liaison; agreements, commissions; planning areas.

**INA/NAP-270** *Formerly Identified as:* INA-900  
**Economic Development**

*Description:* Records contained outline the planning and development of programs to encourage economic development in the north. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; employment and labour; fishing; forestry; industrial development — funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment.

**INA/NAP-275** *Formerly Identified as:* INA-920  
**Socio-economic Data**

*Description:* Collection, compilation and statistical interpretation of socioeconomic data pertaining to the territories. *Topics:* Economic accounts; sociodemographic studies; native affairs; industry sector information; general economic development.

**INA/NAP-280** *Formerly Identified as:* INA-940  
**Employment**

*Description:* The information included outlines work force information on northern projects; employers; and socioeconomic aspects of northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding.

**INA/NAP-285** *Formerly Identified as:* INA-960  
**Mineral Policy (Revised)**

*Description:* Information on the development of policies to encourage exploration and orderly development of resources in northern Canada. *Topics:* Northern Mineral Policy; native issues; regulatory review; fiscal regime; mineral tax incentives; mineral potential; project assessment and project monitoring; further processing and smelter feasibility studies.

**INA/NAP-290** *Formerly Identified as:* INA-980  
**Mining**

*Description:* The disposition and maintenance of mineral rights in the north are outlined. *Topics:* Accidents — prevention and safety; claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning); quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licenses; mineral production royalties;



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technical exploratory work reports. *Retrievability:* Prospecting permits are arranged by individual and company name. *Special Access Note:* Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner.

INA/NAP-295 *Formerly Identified as:* INA-1000

## Mining Engineering and Inspection

*Description:* The administration and enforcement of mine safety legislation in the Yukon. *Topics:* Inspection reports on mining safety, electrical safety, occupational environment, miners' medical certificates, blasting and magazine permits, and mine rescue certificates. *Retrievability:* Files arranged by name, owner and location of mine.

INA/NAP-300 *Formerly Identified as:* INA-1010

## Exploration and Geological Services

*Description:* Production and dissemination of geological information on both territories. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. *Special Access Note:* Filed by locality, name and owner of mineral property; publication title, author and publisher.

INA/NAP-305 *Formerly Identified as:* INA-1020

## Roads

*Description:* Information outlined on the planning and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. *Topics:* Environmental studies; socioeconomic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. *Special Access Note:* Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

INA/NAP-310 *Formerly Identified as:* INA-1100

## Oil and Gas Lands

*Description:* Information on the control, development and management of oil and gas lands in the north. *Topics:* Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the north; project files.

INA/NAP-315 *Formerly Identified as:* INA-1120

## Major Non-Renewable Resource Development Projects

*Description:* Files on the co-ordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. *Topics:* Oil and gas; mining and other individual development projects.

INA/NAP-320 *Formerly Identified as:* INA-1160

## Hydrocarbon Development

*Description:* Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. *Topics:* Oil and gas; environment; socioeconomics; hydrocarbon transportation; planning and research.

INA/NAP-325 *Formerly Identified as:* INA-1180  
**Northern Regulatory Review**

*Description:* Reports, articles and correspondence about regulatory and approval processes north of 60°.

INA/NAP-330 *Formerly Identified as:* EMR-341

## Canada Benefits

*Description:* Information on the analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages, employment benefits; east coast, northern regions; industrial benefits; social benefits; project notification; research and development programs; technology transfer.

INA/NAP-335 *Formerly Identified as:* EMR-342

## Environmental Protection

*Description:* Information on the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the affects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; in-house; industry; international; environmental assessment; Canada Lands; east coast offshore; environmental assessment and review process; environmental studies revolving fund; research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security.

INA/NAP-340 *Formerly Identified as:* EMR-343; INA-1200

## Land Management

*Description:* Information on the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; financial accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; oil and gas leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; rights transfer.

INA/NAP-345 *Formerly Identified as:* EMR-344

## Policy Analysis and Co-ordination

*Description:* Information on the analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review.

INA/NAP-350 *Formerly Identified as:* EMR-345; INA-1210

## Resource Evaluation

*Description:* Information on the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; offshore mining; non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining, ocean resources citation retrieval; geoscientific projects; scientific research; offshore; east coast.

INA/NAP-355 *Formerly Identified as:* EMR-346; INA-1220  
**Engineering**

*Description:* Information on the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis that governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; statistics; geological and geophysical reports; diving; drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; technological developments; Ocean Ranger accident; investigations; Royal Commission.



## DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

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INA/NAP-360 *Formerly Identified as:* EMR-347

### **Regulation of Drilling Projects**

*Description:* Information on the management and control of drilling and exploration projects across Canada. *Topics:* Survey applications; geophysical/geological reports; environmental studies; feasibility studies; well history reports.

INA/ONC-365 *Formerly Identified as:* INA-1240

### **Native Claims**

*Description:* Comprehensive and specific claims processing and negotiations are contained. *Topics:* Claims issues and negotiations, policy positions, compensation of claims, the claims process, the eligibility of groups submitting claims obligations, rulings, decisions and precedents, the hiring of consultants to conduct various services related to native claims.

INA/ADM-370 *Formerly Identified as:* INA-1300

### **Buildings, Lands and Properties**

*Description:* Includes the technical planning, design, construction, operation and maintenance of departmental facilities, energy conservation for buildings, utilities, electrical, gas, heating systems, garbage disposal, water and sewage systems; roads and bridges, site development and mobile equipment.

INA/ADM-375 *Formerly Identified as:* INA-1320

### **Consulting and Non-Consulting Service**

*Description:* Information is included on construction and service contracts, and the hiring of consultants. *Topics:* Includes all aspects of construction, consulting, non-consulting service contracts; tendering and contract awards; contract claims and disputes; contract training.

INA/ADM-380 *Formerly Identified as:* INA-1330

### **Technical Services**

*Description:* Includes information on fire protection and prevention, construction safety, technical training, band/contract technical publications, aerial photoservices, mapping, capital assets, DRM 10-7, 10-3 publications and guideline designs. *Topics:* Technical policy, standards, guidelines and procedures governing technical management, e.g., project management services, technical systems, capital assets inventory, fire protection and prevention, construction safety, surveys, mappings, site planning, municipal services, buildings and roads, technical planning design, construction and operation maintenance.

INA/ADM-385 *Formerly Identified as:* INA-1340

### **Management Practices**

*Description:* Includes files and reports produced during projects to assess, develop or integrate management practices, processes and systems. *Topics:* Management practices; management processes; management systems.

INA/ADM-390 *Formerly Identified as:* INA-1360

### **Communications**

*Description:* Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, strategy development and programming. *Topics:* Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; government/departmental communications guidelines, services, requirements; special communications events; media evaluations; public, media and government requests for information; communications planning for Cabinet; information on departmental mandates, objectives, programs and activities.



# **DEPARTMENT OF INSURANCE**

## **Chapter 51**



# DEPARTMENT OF INSURANCE

DEPARTMENT OF INSURANCE  
(INS)

OFFICE OF THE  
SUPERINTENDENT  
OF INSURANCE

OPERATIONS BRANCH

(OPS)

005 Financial Institutions  
010 Pension Plans Subject to Pension  
Benefits Standards Act

ACTUARIAL BRANCH

(ACT)

015 Actuarial Services Provided  
to Other Departments —  
Government Insurance and  
Pension Plans  
020 Actuarial Advice Provided  
to Revenue Canada —  
Employer-Sponsored Pension  
Plans  
025 Actuarial Advice Provided  
to Revenue Canada —  
Maximum Tax Actuarial  
Reserves

FINANCE AND  
ADMINISTRATION BRANCH

(ADM)

030 Civil Service Insurance  
035 Premium Tax

SENIOR ADMINISTRATIVE  
OFFICER  
FINANCE AND  
ADMINISTRATION BRANCH  
15TH FLOOR, EAST TOWER  
L'ESPLANADE LAURIER  
140 O'CONNOR STREET  
OTTAWA, ONTARIO  
K1A 0H2

# DEPARTMENT OF INSURANCE

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## Overall Responsibilities

The Department is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies, and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the *Pension Benefits Standards Act*. These are plans related to employment under federal jurisdiction, or to work, an undertaking, or business of a local or private nature in the Yukon Territory or the Northwest Territories.

The Department is responsible for the provision of extensive actuarial services in connection with the Canada Pension Plan. It is responsible for providing actuarial advice to Revenue Canada as required by Section 20(1)(s) of the *Income Tax Act* with respect to funding of actuarial deficiencies under pension plans approved for income tax purposes. It also provides actuarial advice to Revenue Canada with respect to maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. In addition, the Department provides services and advice concerning actuarial aspects of programs administered or proposed by other departments and in particular provides the extensive required actuarial services in connection with the valuation, administration and planning of all other government insurance and pension programs, except Unemployment Insurance and Government Annuities.

## Laws and Regulations

The Department administers the following Acts:

- Canadian and British Insurance Companies Act
- Foreign Insurance Companies Act
- Trust Companies Act
- Loan Companies Act
- Co-operative Credit Associations Act
- Investment Companies Act
- Pension Benefits Standards Act
- Civil Service Insurance Act
- Part I, Excise Tax Act

## Major Publications

Reports of the Superintendent of Insurance for Canada:

- Property and Casualty Insurance Companies
- Life Insurance Companies and Fraternal Benefit Societies
- Trust and Loan Companies
- Co-operative Credit Associations

Reports contain information on the financial condition and affairs of supervised companies. Reports are available in Canada through authorized bookstore agents of Supply and Services Canada and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Ottawa, Ontario, Canada, K1A 0S9.

## Major Data Sources

The financial data, from which the information in the reports referred to above is prepared, is available to the public via computer media access.

Data on the results of at least the three most recent years of operation can be obtained either through the purchase of computer tapes or by the direct access of the data through the facilities of I.P. Sharp Associates Limited time-sharing system. The data bank is updated

annually, about the middle of July, to include the results of operations for the year ending the previous December 31.

Further information may be obtained directly from I.P. Sharp Associates Limited. Enquiries should be directed either to

I.P. Sharp Associates Limited  
Box 418, Exchange Tower  
2 First Canadian Place  
Toronto, Ontario  
M5X 1E3  
Telephone: (416) 364-5361

I.P. Sharp Associates Limited  
Suite 600  
265 Carling Avenue  
Ottawa, Ontario  
K1S 2E1  
Telephone: (613) 236-9942

I.P. Sharp Associates Limited  
Suite 1610  
555 Dorchester Boulevard West  
Montréal, Québec  
H2Z 1B1  
Telephone: (514) 866-4981

or to

Department of Insurance Canada  
Ottawa, Ontario  
K1A 0H2

## Access Procedures

Enquiries concerning the administration of the *Access to Information Act* by the Department should be addressed to

Senior Administrative Officer  
Finance and Administration Branch  
15th Floor, East Tower  
L'Esplanade Laurier  
140 O'Connor Street  
Ottawa, Ontario  
K1A 0H2

## Operations Branch

This activity involves the supervision of companies, including periodic on-site examination of books and records of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies; as well as supervision of employer pension plans relative to employment under federal jurisdiction.

Examinations, other technical services and advice are provided to the Canada Deposit Insurance Corporation and, by agreement, similar service is provided to certain provincial jurisdictions concerning provincially incorporated companies. As part of the examination program, reviews are made of the corporate income tax returns of insurance companies, and reports are made to Revenue Canada on any significant findings.

## Actuarial Branch

This branch provides actuarial services and advice to other government departments and performs extensive actuarial services in the valuation of government insurance and pension programs.

## Finance and Administration Branch

This branch administers the *Civil Service Insurance Act* and Part I of the *Excise Tax Act*. Under the *Civil Service Insurance Act*, life insurance was made available by the government to public servants on

## DEPARTMENT OF INSURANCE

a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policy holders regarding changes of beneficiary, mode of payment, etc; and processing of death claims and cash surrender values. Under Part I of the *Excise Tax Act*, a ten percent premium tax is imposed on certain insurance premiums paid to unauthorized insurers, and to authorized insurers through brokers outside Canada.

### Classes of Records

INS/OPS-005 *Formerly Identified as:* INS-10  
**Financial Institutions**

*Description:* Information on incorporation and registration, financial statements, financial analysis and examination of companies, exchanges of correspondence with companies and with provincial jurisdictions, complaints and enquiries, and related data banks and software. *Topics:* Insurance companies; fraternal benefit societies; trust companies; loan companies; investment companies; co-operative credit societies. *Retrievability:* Files arranged by company name. *Storage Media:* Paper and EDP systems.

INS/OPS-010 *Formerly Identified as:* INS-20  
**Pension Plans Subject to Pension Benefits Standards Act**

*Description:* Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to *Pension Benefits Standards Act*. *Retrievability:* Files arranged by employer name. *Storage Media:* Paper and EDP systems.

INS/ACT-015 *Formerly Identified as:* INS-30  
**Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans**

*Description:* Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics:* *Public Service Superannuation Act*; Public Service Superannuation Death Benefit; reciprocal transfer agreements; *Supplementary Retirement Benefit Act*; *Canadian Forces Superannuation Act*; regular forces death benefit; *RCMP Superannuation Act*; RCMP (dependants) pension fund; *Members of Parliament Retirement Allowance Act*; *Judges Act*; *Veterans Insurance Act*; *Returned Soldiers Insurance Act*; *Civil*

*Service Insurance Act*; Halifax relief pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. *Retrievability:* Files arranged by plan. *Storage Media:* Paper and EDP systems.

INS/ACT-020 *Formerly Identified as:* INS-40  
**Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans**

*Description:* Records related to statutory actuarial advice given to Revenue Canada, under the *Income Tax Act* (Section 20(1)(s)) regarding employer past-service contributions to pension plans. *Topics:* Advice under the *Income Tax Act*. *Retrievability:* Plans are assigned a number on receipt from Revenue Canada, and filed numerically. *Storage Medium:* Paper.

INS/ACT-025 *Formerly Identified as:* INS-50  
**Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves**

*Description:* Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. *Topics:* Maximum tax actuarial reserves. *Retrievability:* By company name. *Storage Medium:* Paper.

INS/ADM-030 *Formerly Identified as:* INS-60  
**Civil Service Insurance**

*Description:* Records of holders of life insurance policies issued under the *Civil Service Insurance Act*. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in force; death claims; surrenders; and premium records. *Retrievability:* Policies in force filed by policy number with cross-reference alphabetical index; death claims and surrenders filed by death claim or surrender number and cross-referenced to policy number; and premium records filed by policy number. *Storage Media:* Paper; details of terminated policies stored on microfilm by policy number.

INS/ADM-035 *Formerly Identified as:* INS-70  
**Premium Tax**

*Description:* Records on collection of ten percent premium tax imposed under the *Excise Tax Act* (Part I) on certain insurance premiums paid to authorized insurers through brokers outside Canada, or to unauthorized insurers for coverage on risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Retrievability:* Files arranged alphabetically; insured records — alphabetically by year. *Storage Medium:* Paper.



# **INTERNATIONAL DEVELOPMENT RESEARCH CENTRE**

## **Chapter 52**

# INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE  
(IDR)

PRESIDENT

AGRICULTURE, FOOD  
AND NUTRITION SCIENCES  
DIVISION

(AFN)

005 Research Projects in  
Agriculture

HEALTH SCIENCES DIVISION

(HSD)

025 Research Projects in the  
Health Sciences

CO-OPERATIVE PROGRAMS  
DIVISION

(CPD)

035 Research Projects between  
Canadian and Developing  
Country Institutions

INFORMATION SCIENCES  
DIVISION

(ISD)

010 Research Projects in  
Information Science  
015 Internal Databases  
020 External Databases

SOCIAL SCIENCES DIVISION

(SSD)

030 Research Projects in the  
Social Sciences

ACCESS TO INFORMATION  
CO-ORDINATOR  
INTERNATIONAL DEVELOPMENT  
RESEARCH CENTRE  
P.O. BOX 8500  
OTTAWA, ONTARIO  
K1G 3H9

## Background

The International Development Research Centre (IDRC) was established by the Parliament of Canada in 1970 as an autonomous public corporation to stimulate and support research for the benefit of developing countries. Research supported by the Centre is directed at adapting and applying science and technology in fields that directly affect the day-to-day lives of people; for example, agriculture, nutrition, education, health services, the effect of technological change on traditional society, population, tropical diseases and water supplies.

The great majority of IDRC-supported projects are aimed at improving the quality of life in the rural areas of developing countries. Three-quarters of the people live in these areas, yet they are usually the last to benefit from the advances of science and technology. IDRC also supports programs that will help developing regions build both human and institutional capacity for bringing the methods of scientific enquiry to bear on the solution to their own problems.

Building a strong local base for future research is another important objective of most Centre-supported projects. Every effort is made to provide opportunities for both junior and senior researchers to broaden their experience through further specialized study or practical on-the-job training or both.

## Laws and Regulations

- International Development Research Centre Act, 1970
- General Bylaw of the IDRC

## Overall Responsibilities

The International Development Research Centre initiates, encourages, supports and conducts research into the problems of the developing regions of the world and into the means of applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. Its research activities are carried out by five program divisions. A brief description of each division's area of concentration follows.

## Organization

The IDRC's headquarters are in Ottawa, where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America (Bogota) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the *International Development Research Centre Act*, the chairman, vice chairman, and nine other governors must be Canadian citizens; the other ten are non-Canadians. In 1984, six non-Canadian governors were from developing countries.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the Minister designated for that purpose by the Governor-in-Council (currently the Secretary of State for External Affairs). He or she is assisted in the Centre's operations by a management committee composed of all officers appointed by the Board of Governors and a president's committee composed of the four vice-presidents.

## Agriculture, Food and Nutrition Sciences Division

This division's emphasis is on crops, farming systems, and reforestation in arid and semi-arid lands. It also supports research on

food crops that in the past have been neglected, such as root crops, food legumes, and oilseeds; agro-forestry, the combination of trees with food crops; multiple cropping systems; improvement of pasture lands; use of agricultural wastes and by-products in animal feed; fish farming and shellfish culture; post-production systems of protection, processing, and distribution of cereal grains, root crops, legumes, fish, fruits, and vegetables; and the needs of the rural family.

## Information Sciences Division

This division co-operates with United Nations agencies to establish worldwide information systems (for agricultural sciences and population policy) and assist developing countries to participate in such systems. It also supports the creation of specialized information centres on subjects of interest for development (e.g., particular crops, irrigation technology and sanitation for rural areas); improvement of industrial extension services; development-related communications research; improvement of library services; and provides an internal library and computerized information service to IDRC and the Canadian development community.

## Health Sciences Division

This division concentrates its support on five program areas: biological and environmental control of some major tropical diseases; techniques to improve water supply systems and sanitation in rural areas and peripheral urban squatter settlements; safer and more effective methods of fertility regulation; evaluation of the rural health care delivery system; and occupational health.

## Social Sciences Division

This division concentrates on research to ease the process of modernization and change, especially in rural areas; formation of appropriate science and technology policies; investigation of the effectiveness of traditional and non-traditional education systems; studies of the determinants of population change and its effects on social and economic development; and research leading to more efficient management of development activities.

## Co-operative Programs Division

This division was established in 1980 in response to the need for greater access to research expressed by the developing countries at the United Nations Conference on Science and Technology for Development. The main aim of this program is to promote collaboration between research groups in the developing countries and their counterparts in the Canadian scientific community, whether academic, governmental or private. By providing increased opportunities for developing country researchers to work with Canadian research institutions, the program will strengthen the scientific and technological capacity of the participating third world institutions. By establishing channels of communication among scientists, it is designed to improve the transfer of research results.

## Communications Division

The Centre has always placed considerable importance on the publication and dissemination of research results. The Centre's Communications Division produces a wide range of technical and scientific materials for worldwide distribution, particularly in the developing countries. It also produces more general materials to inform the public about the work of the Centre. Catalogues of all current IDRC publications and films are available on request.

All of the activities of the IDRC are supported by the services of the Office of the Secretary and General Counsel, the Office of the Comptroller General and Treasurer, the Office of the Director of



# INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

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Human Resources, and the Office of the Director of Planning and Evaluation.

## General Information

The Public Affairs Unit of the Communications Division receives enquiries from the public for information about the IDRC and general development issues. The library and computerized information service respond to the more specific information needs of Centre staff and the larger Canadian development community. For general information, please contact

Public Affairs Unit  
International Development Research Centre  
60 Queen Street  
P.O. Box 8500  
Ottawa, Ontario  
K1G 3H9  
Telephone: (613) 236-6163  
Telex: 053-3755

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
International Development Research Centre  
60 Queen Street, 15th Floor  
P.O. Box 8500  
Ottawa, Ontario  
K1G 3H9  
Telephone: (613) 236-6163

## Agriculture, Food and Nutrition Sciences Division

This division is responsible for encouraging and supporting research projects for the benefit of rural peoples in the third world. The semi-arid regions of the developing world are the principal concern of much of the division's research support. It has emphasized the importance of a systematic approach to research, and it stresses the need both to consult and co-operate with the people whom the research is intended to benefit.

## Information Sciences Division

The main thrust of this division is to make grants for the establishment of better information systems, tools and services to meet the needs of scientists, technologists and officials in the developing countries. In its support for information projects in such fields as agriculture, health, population, education, and economic planning the division is closely involved in the work of the Centre's other four program divisions. In addition to its research program area the division also maintains the Centre's library, whose collection is available to the public; a MINISIS computer group; and a small micrographics unit.

## Health Sciences Division

The overall goal of this division is to help the developing nations to provide a better standard of health for their people. It concentrates on areas where it is felt that project funds will provide the maximum impact and help stimulate local research capability. The division maintains worldwide links with other international agencies to ensure that its research results are shared. It also participates in major international research efforts with organizations such as the United Nations Development Program (UNDP), World Bank and World Health Organization (WHO).

## Social Sciences Division

The Centre is fundamentally concerned with supporting research aimed at better meeting people's essential needs, particularly in the rural areas of developing countries. In the broadest terms, the role of this division is to help societies gain, through research, a deeper understanding of the processes of development and the effects of these processes on people and social institutions. As such understanding grows, problems and solutions can be more clearly identified, and effective policies formulated to contain them.

## Co-operative Programs Division

The main concern of this division is the promotion of research collaboration between research groups in Canada and in the developing world. It offers support for co-operative research in any subject area whose importance to developing countries is established and in which Canadian expertise is recognized.

## Classes of Records

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IDR/AFN-005 *Formerly Identified as:* IDRC-10  
**Research Projects in Agriculture**

*Description:* Information on development and support of agricultural research. *Topics:* Crop and animal production systems; fisheries; forestry; post-production systems; and agricultural economics.

IDR/ISD-010 *Formerly Identified as:* IDRC-20  
**Research Projects in Information Science**

*Description:* Information on development and support of information systems. *Topics:* Science and technology information; socio-economic information; information tools and methods; co-operative programs; and information activities within the Centre.

IDR/ISD-015 *Formerly Identified as:* IDRC-30  
**Internal Databases**

*Description:* Computerized bibliographic information on development issues, socioeconomic planning, the delivery of low-cost rural health care, and a record of all IDRC projects. *Topics:* BIBLIO (records of library holdings); DEVSIS (development sciences information system); SALUS (rural health care bibliography); PINS (project information system).

IDR/ISD-020 *Formerly Identified as:* IDRC-40  
**External Databases**

*Description:* Information on external databases made available through the library. *Topics:* Computerized bibliographic databases created and maintained by the Food and Agricultural Organization (FAO), International Labour Office (ILO), UNESCO, United Nations Industrial Development Organization (UNIDO) or other international organizations.

IDR/HSD-025 *Formerly Identified as:* IDRC-50  
**Research Projects in the Health Sciences**

*Description:* Information on development and support of health projects. *Topics:* Water supply and sanitation; maternal and child health; tropical and infectious diseases; and occupational health and environmental toxicology.

IDR/SSD-030 *Formerly Identified as:* IDRC-60  
**Research Projects in the Social Sciences**

*Description:* Information on development and support of social science research. *Topics:* International, national and regional research institutions; science, technology and energy policy program; economic and rural development program; population and development research; urban policy; and education programs.

## INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

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IDR/CPD-035 *Formerly Identified as:* IDRC-70

**Research Projects between Canadian and Developing Country**

**Institutions**

*Description:* Information on development and support of collaborative research. *Topics:* Research funding; scientific exchanges; institutional links; international relations.

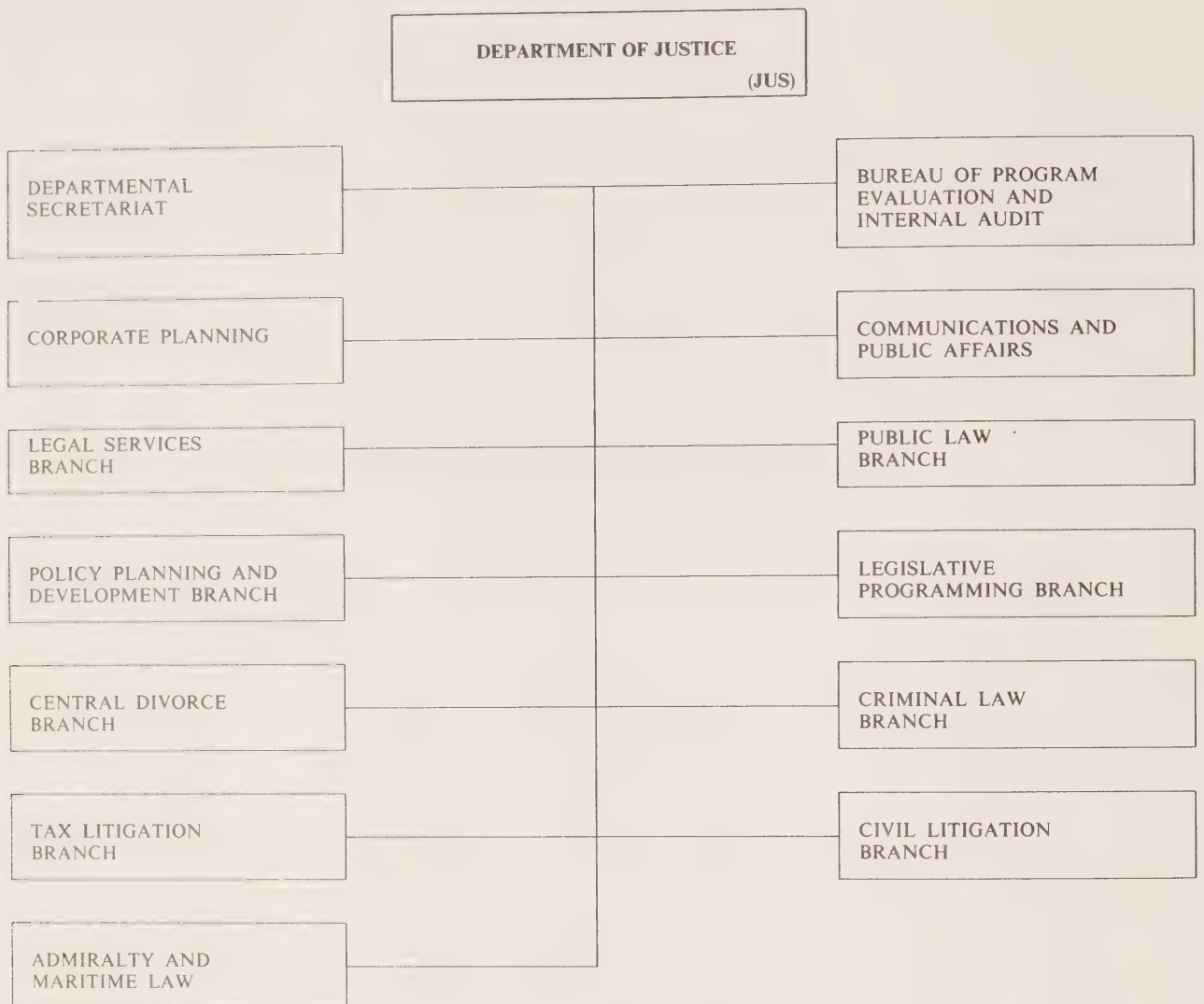




# **DEPARTMENT OF JUSTICE**

## **Chapter 53**

# DEPARTMENT OF JUSTICE



## CENTRALIZED CLASSES OF RECORDS

005 Prosecutions and Related Criminal Matters  
010 Litigation  
015 Legal Advice  
020 Drafting  
025 Property  
030 Policy Development  
035 Contributions and Grants  
040 Divorce Statistics  
045 Access Request Data

ACCESS TO INFORMATION  
CO-ORDINATOR  
DEPARTMENT OF JUSTICE  
ROOM 420, JUSTICE BUILDING  
239 WELLINGTON STREET  
OTTAWA, ONTARIO  
K1A 0H8

## Background

The Department of Justice was created by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

## Overall Responsibilities

The work of the Department may be described as consisting of litigation, the provision of legal advice and opinions to the federal government of Canada on a wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares or reviews recommendations for reform of the law. To carry out these responsibilities, the Department uses federal statutes and regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research, and to other law-related programs. A limited number of grants are made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with Compensation of Victims of Violent Crimes, Legal Aid in criminal cases, Unified Family Court pilot projects, and Native Courtworker Programs. The role of the Federal Department of Justice does not include the provision of legal services or advice to members of the public.

## Regional Offices

The headquarters of the Department is located in Ottawa. There are ten regional offices, in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montréal, Halifax, Charlottetown, Yellowknife and Whitehorse.

## Laws and Regulations

As the Department of Justice provides legal services to all departments of the federal government, it is necessarily concerned, from time to time, with all federal and provincial statutes. Specifically, the Department administers, in whole or in part, the following statutes:

- Access to Information Act (SC 1980-81-82-83 c.111 'Schedule I')
- Annulment of Marriages (Ontario) Act (RSC 1970 c.A-14)
- Anti-Inflation Act (SC 1974-75-76 c.75)
- Bills of Lading Act (RSC 1970 c.B-6)
- Canada Evidence Act (RSC 1970 c.E-10)
- Canada Prize Act (RSC 1970 c.P-24)
- Canadian Bill of Rights (SC 1960 c.44)
- Canadian Human Rights Act (SC 1976-77 c.33)
- Criminal Code (RSC 1970 c.C-34)
- Crown Liability Act (RSC 1970 c.C-38)
- Department of Justice Act (RSC 1970 c.J-2)
- Divorce Act (RSC 1970 c.D-8)
- Escheats Act (RSC 1970 c.E-7)
- Extradition Act (RSC 1970 c.E-21)
- Federal Court Act (RSC 1970 '2nd Suppl.' c.10)
- Food and Drugs Act (RSC 1970 c.F-27)
- Foreign Enlistment Act (RSC 1970 c.F-29)
- Fugitive Offenders Act (RSC 1970 c.F-32)

- Garnishment, Attachment and Pension Diversion Act (SC 1980-81-82-83 c.100)
- Identification of Criminals Act (RSC 1970 c.I-1)
- Interpretation Act (RSC 1970 c.I-23)
- Judges Act (RSC 1970 c.J-1)
- Law Reform Commission Act (RSC 1970 '1st Suppl.' c.23)
- Lord's Day Act (RSC 1970 c.L-13)
- Marriage Act (RSC 1970 c.M-5)
- Narcotic Control Act (RSC 1970 c.N-1)
- Official Secrets Act (RSC 1970 c.O-3)
- Permanent Court of International Justice Act (SC 1921 c.46)
- Postal Services Interruption Relief Act (RSC 1970 c.P-15)
- Privacy Act (SC 1980-81-82-83 c.111 'Schedule II')
- State Immunity Act (SC 1980-81-82-83 c.95)
- Statute Revision Act (SC 1974-75-76 c.20)
- Statutory Instruments Act (SC 1970-71-72 c.38)
- Supreme Court Act (RSC 1970 c.S-19)
- Tax Court of Canada Act (SC 1980-81-82-83 c.158)
- Tobacco Restraint Act (RSC 1970 c.T-9)
- War Measures Act (RSC 1970 c.W-2)

## Access Procedures

All requests for access to Department of Justice records should be addressed to

Departmental Access Co-ordinator  
Department of Justice Canada  
Room 420, Justice Building  
239 Wellington Street  
Ottawa, Ontario  
K1A 0H8  
Telephone: (613) 992-6404

## Departmental Secretariat

The secretariat provides essential support services to the deputy minister, ensures appropriate communication and liaison on policy and operational issues among the deputy minister, the Minister and the Department, co-ordinates the Department's involvement with the various Cabinet and Parliamentary processes, and is responsible for the development and assembling of departmental statements of policy and procedures.

## Bureau of Program Evaluation and Internal Audit

This bureau undertakes evaluation and audit studies of the full range of departmental operations, ensuring their continued relevance and positive impact on society, and examines methods of improving operational performance and the adequacy of controls to ensure the appropriate expenditure of public funds.

## Corporate Planning

This section is responsible for the development, implementation and operation of a corporate management system for the Department, as well as the co-ordination of a management information system.

## Communications and Public Affairs

This section plans, develops and implements the Department's communications policy, supports and assists in the development of communications goals and objectives; and manages and co-ordinates



# DEPARTMENT OF JUSTICE

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programs and activities relating to public information and public affairs.

## Legal Services Branch

In the National Capital Region, legal service units of the federal Department of Justice exist within the organization and on the premises of most government departments or portions of the public service. These units provide legal services to those departments and agencies. In addition, the following sections form part of the departmental Legal Services Branch:

### Property Law Section

This section provides specialized legal advice on property matters, including the purchase and expropriation of land on behalf of the Crown.

### Commercial Law Section

This section provides a focus for commercial law activities within the Department, including the provision of expertise to departmental legal service units.

### Information Law and Privacy Section

This section deals with a wide range of legal issues relating to information held by the government and is a centre of expertise in respect of access to information, privacy legislation and related areas.

## Public Law Branch

### Constitutional and International Law Section

This section advises the federal government on constitutional law matters and plays a vital role in the constitutional law process, as well as being active in public and private international law matters.

### Advisory and Administrative Law Section

This section is concerned with areas of law relating to the machinery and operation of government and provides legal opinions requested by other departments and agencies of the federal government.

### Human Rights Law Section

This section gives legal opinions on the interpretation and application of federal legislation having human rights implications, and reviews all federal laws, policies and practices to ensure compliance with the Canadian Charter of Rights and Freedoms.

## Policy Planning and Development Branch

### Policy Planning and Criminal Law Amendments Section

This section identifies and analyses emerging legal issues of national significance and develops policies designed to address these issues. It reviews recommendations of the Law Reform Commission, and also proposes amendments to specific federal statutes.

### Programs and Law Information Development Section

This section is responsible for implementing the Department's policy objectives through programs and other initiatives.

## Research and Statistics Section

This section is responsible for defining, undertaking, and overseeing the conduct of all policy-related socio-legal research on behalf of the Department. It also monitors and assesses programs in the justice area.

## Legislative Programming Branch

### Legislation Section

This section is responsible for the drafting of all government legislation; examines proposed legislation as required under the *Canadian Bill of Rights*; oversees the printing of the sessional volume of statutes, Part III of the Canada Gazette and prepares the Tables of Public Statutes.

### Privy Council Office Legal Section

This section functions in regard to the Legislative Programming Branch's responsibilities under the *Statutory Instruments Act*. Counsel in the section also serve as legal advisors to officers of the Privy Council Office and in particular to the Assistant Clerk of the House of Commons responsible for Orders-in-Council.

### Statute Revision Commission

This section is engaged in the revision, consolidation and indexing of federal laws and regulations and prepares administrative consolidations of federal laws.

## Central Divorce Registry

This registry, while a part of the Administration Branch, is the only element of that branch which does not provide direct support services to the rest of the Department. It administers a computerized register for all petitions for divorce filed in Canada, with the principal objective of ensuring that courts in different parts of the country are not dealing with the same matter concurrently.

The following units support the Attorney General function:

## Criminal Law Branch

### Criminal Prosecutions Section

This section is responsible for prosecution of infractions under federal statutes (other than the Criminal Code and the *Lord's Day Act*, over which the provincial Attorneys General exercise prosecutorial authority), and related matters including the implementation of Canada's obligations under the *Extradition Act* and the *Fugitive Offenders Act*. The section also reviews applications under the Criminal Code for the mercy of the Crown by or on behalf of persons who have been convicted in proceedings by indictment or who have been sentenced to preventive detention, and makes recommendations to the Minister as to their disposition.

## Tax Litigation Branch

### Tax Litigation Section

This section acts in all civil litigation involving tax matters; offers related legal advice to the government, particularly to the Department of National Revenue, and conducts all appeals arising under the *Income Tax Act*.

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### Civil Litigation Branch

#### Civil Litigation and Real Property Law (Québec) Section

This section handles litigation for or against the Crown arising out of the Province of Québec.

#### Civil Litigation (Common Law) Section

This section handles litigation for or against the Crown which arises everywhere in Canada except out of the province of Québec.

### Admiralty and Maritime Law Branch

This branch is responsible for admiralty litigation, maritime legislation, maritime commercial law, marine casualty investigations and marine international law.

### Classes of Records

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The following categories of records are held at headquarters, regional offices and by legal services units of the Department and are not necessarily specific to any particular departmental branch.

JUS/JUS-005 *Formerly Identified as:* JUST-10

#### Prosecutions and Related Criminal Matters

*Description:* Information on prosecutions for infractions of federal statutes; prosecutions under the Criminal Code in the Yukon Territory and the Northwest Territories only; and extradition cases. It consists of briefs and pleadings at both trial and appeal stages, and includes information, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. *Special Access Note:* For purposes of the *Access to Information Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

JUS/JUS-010 *Formerly Identified as:* JUST-20

#### Litigation

*Description:* Pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence on cases in which the Crown in right of Canada is a party, including cases of hearing before government boards and tribunals, involving all manner of civil causes of action. *Special Access Note:* For purposes of the *Access to Information Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

JUS/JUS-015 *Formerly Identified as:* JUST-30

#### Legal Advice

*Description:* Formal opinions, by memoranda of law or letter, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice to any department or agency of the Government of Canada.

JUS/JUS-020 *Formerly Identified as:* JUST-40

#### Drafting

*Description:* Instructions for legislation, including background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts.

JUS/JUS-025 *Formerly Identified as:* JUST-50

#### Property

*Description:* Legal instruments related to the acquisition of real property by purchase or expropriation, and the disposition of real property by letters patent. The documents include various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda.

JUS/JUS-030 *Formerly Identified as:* JUST-60

#### Policy Development

*Description:* Information on policy and policy development; includes extensive memoranda of law and fact, interdepartmental memoranda and correspondence, and evaluations of statistical studies and surveys in socio-legal matters.

JUS/JUS-035 *Formerly Identified as:* JUST-70

#### Contributions and Grants

*Description:* Memoranda and contribution agreements, financial documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations. Such grants and contributions have as their purpose the improvement of the administration of justice in Canada.

JUS/JUS-040 *Formerly Identified as:* JUST-80

#### Divorce Statistics

*Description:* Statistics on all divorce petitions filed in Canada since 1968.

JUS/JUS-045 *Formerly Identified as:* JUST-100

#### Access Request Data

*Description:* Information on access requests sent by individuals requesting access to departmental records under the *Access to Information Act*. It is used to report the number of access requests received. This statistical information is retained at headquarters in Ottawa for two calendar years.

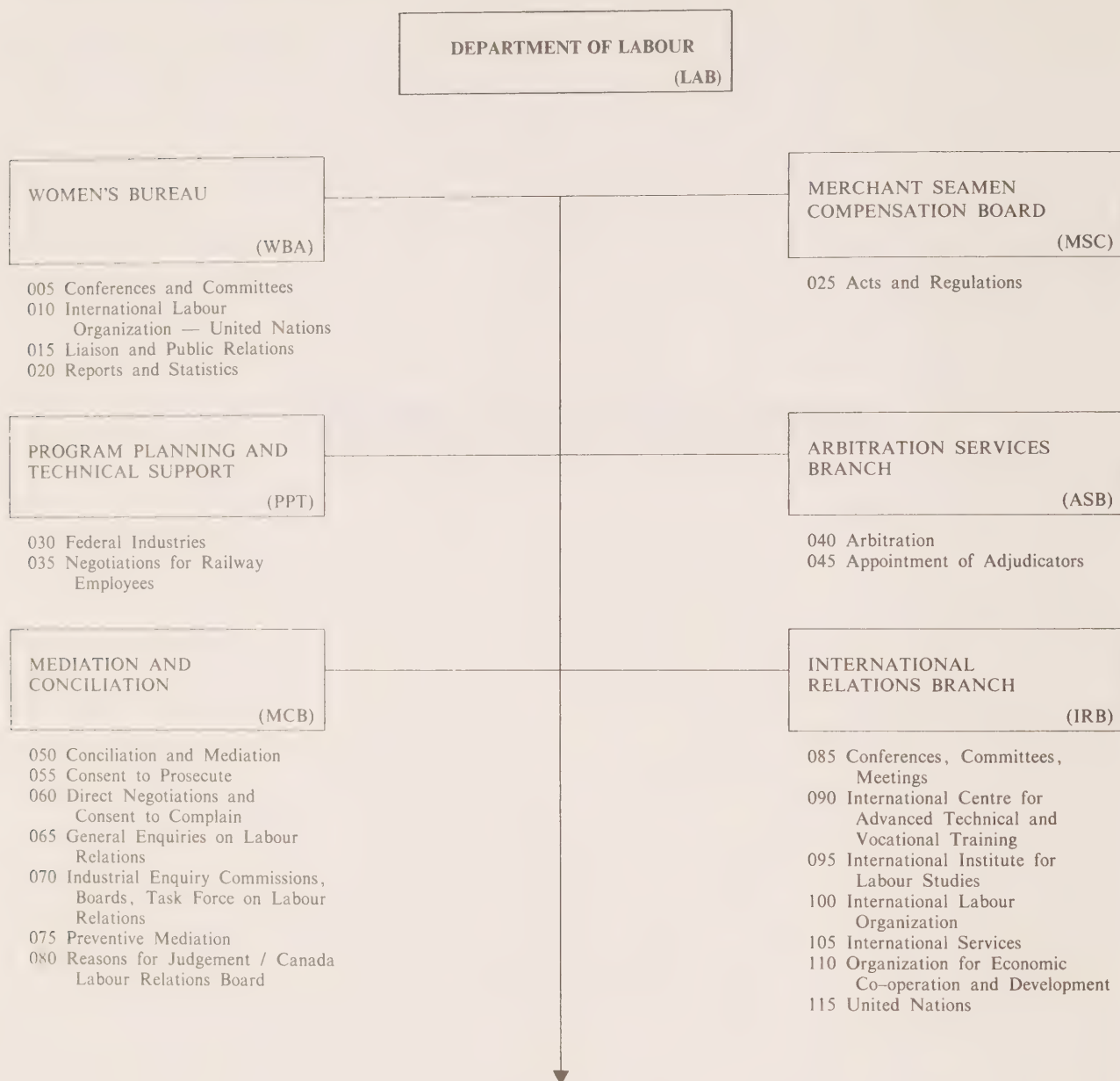




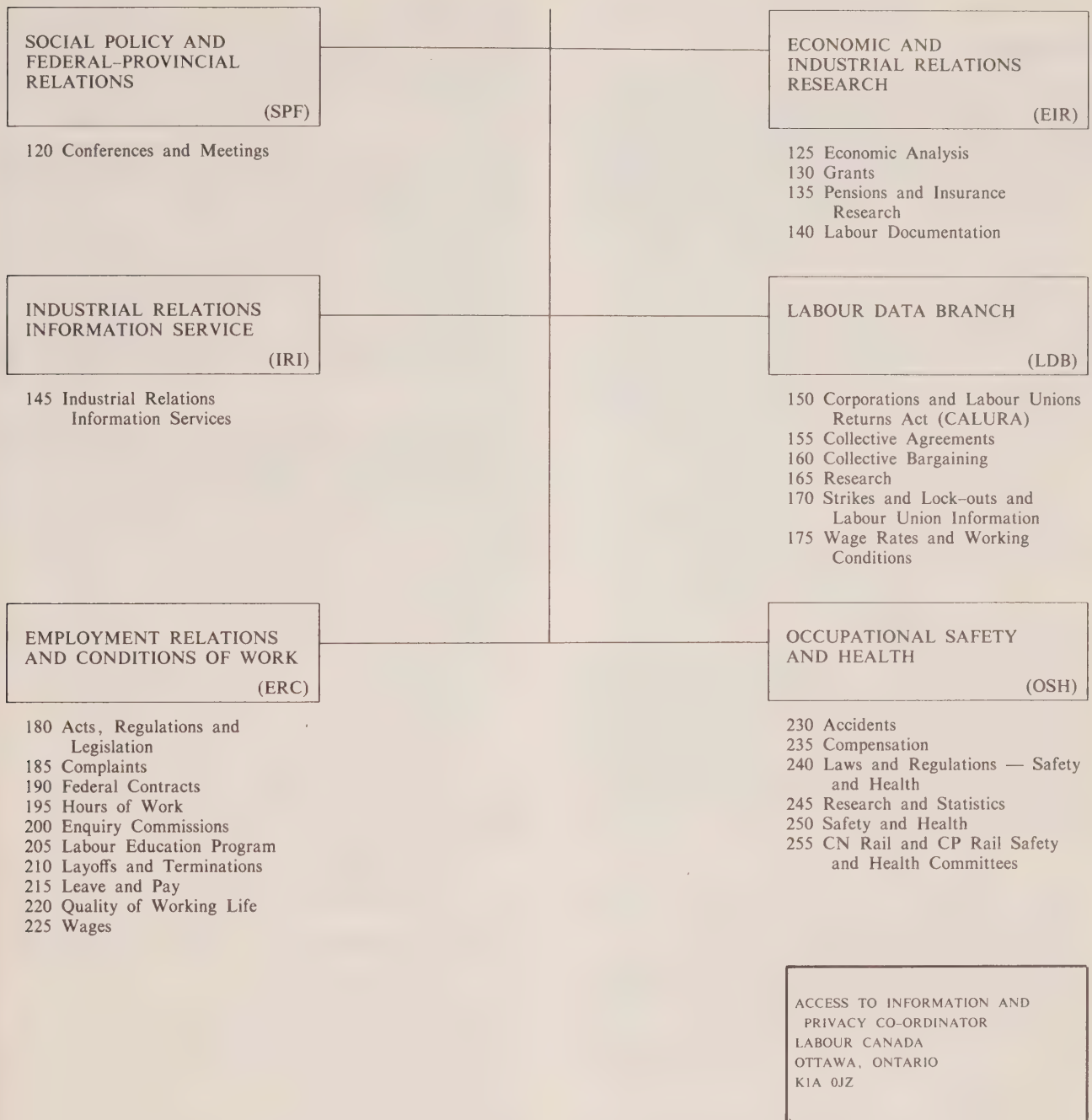
# **DEPARTMENT OF LABOUR**

## **Chapter 54**

# DEPARTMENT OF LABOUR



# DEPARTMENT OF LABOUR





## Background

The Department of Labour (Labour Canada) was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*. Since its inception, Labour Canada has been closely involved in many of the social and economic changes that shaped the first part of the twentieth century. It has seen the country emerge from a basically agricultural economy to an industrial nation of urban communities employing 94 per cent of the work force. The increasing complexities of labour markets during this time have resulted in substantial demands on governments in general, and labour ministries in particular.

## Laws and Regulations

The Minister is responsible for:

- Canada Labour Code (R.S.C. 1970, C.L-1) - Part III (Labour Standards) - Part IV (Safety of Employees) - Part V (Industrial Relations)
- Department of Labour Act (R.S.C. 1970, C.L-2)
- Fair Wages and Hours of Labour Act (R.S.C. 1970, C.L-3)
- Government Employees Compensation Act (R.S.C. 1970, C.G-8)
- Merchant Seamen Compensation Act (R.S.C. 1970, C.M.-11) as amended by R.S.C. 1970, C.19 (2nd Suppl.)
- Labour Adjustment Benefits Act (S.C. 1980-81-82, C.89)

## Overall Responsibilities

Legislation administered by the Department includes working conditions such as hours of work, minimum wages, annual vacations, holidays with pay, equal wages, unjust dismissal, group and individual terminations of employment, severance pay, the regulation of fair wages and hours of labour contracts made with the federal government for construction, remodelling, repair or demolition of any work; federal mediation and conciliation services; government employee and merchant seamen compensation; occupational safety and health; and labour adjustment assistance benefits for workers affected by redundancies and layoffs.

Departmental programs are designed to:

- improve worker safety, health and quality of working life in the work environment through enforcement of legislation coupled with research, investigation and advisory services;
- improve the collective bargaining system to maintain smooth, flexible and rapid expansion of this process by improvement of the Department's conciliation, mediation and arbitration services; and
- improve labour-management relations through education, information and consultation to foster trust and understanding in the work place, and replace conflict with co-operation as a means of resolving disputes.

Labour Canada concerns itself directly with employees, employers and unions in enterprises which are national, interprovincial or international in character. This jurisdiction covers interprovincial and international railways, highway transport, telephone, telegraph and cable systems, pipelines, canals, ferries, tunnels and bridges, shipping and shipping services; radio and television broadcasting, including cablevision; air transport and airports; banks; grain elevators, flour and feed mills, feed warehouses and grain seed cleaning plants; and certain Crown corporations.

Generally all other enterprises in the labour field fall within the jurisdiction of provincial or territorial governments.

## Organization

The Minister of Labour heads the Department and is responsible to Parliament for all departmental policies and programs. The deputy minister supervises the day-to-day activities of the Department and reports directly to the Minister. All departmental managers report to the deputy minister.

The Merchant Seamen Compensation Board reports directly to the Minister of Labour, while the Canada Labour Relations Board and the Canadian Centre for Occupational Health and Safety report to Parliament through the Minister of Labour.

The federal Mediation and Conciliation Service program, headed by an associate deputy minister, and the Operations and Policy programs, headed by assistant deputy ministers, report directly to the deputy minister of Labour. Administrative Policy and Services, Personnel, and Women's Bureau programs are headed by directors-general and report directly to the deputy minister. In addition, the Communications Directorate and Legal Services (seconded from the Department of Justice) are headed by directors and report to the deputy minister.

Within these programs there are five regional and twenty-five district labour offices. (For more detailed information on these programs and branches, see later sections and classes of records.)

## Key Contacts

### Regional Offices

#### Atlantic Region

Regional Director  
Labour Canada  
P.O. Box 2967  
Station "A"  
Moncton, New Brunswick  
E1C 8T8  
Telephone: (506) 388-6648

#### St. Lawrence Region

Regional Director  
Labour Canada  
Guy Favreau Complex  
200 Dorchester Blvd. West  
Room 101  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-2808

#### Great Lakes Region

Regional Director  
Labour Canada  
Mezzanine, Suite 200  
4900 Yonge Street  
Willowdale, Ontario  
M2N 6C3  
Telephone: (416) 224-3820

#### Central Region

Regional Director  
Labour Canada  
Canadian Grain Commission Building  
400 — 303 Main Street  
Winnipeg, Manitoba  
R3C 3G7  
Telephone: (204) 949-7226

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### Mountain Region

Regional Director  
Labour Canada  
750 Cambie Street  
7th Floor  
Vancouver, British Columbia  
V6B 2P2  
Telephone: (604) 666-2344

### Library Services

The Departmental Library, with reading room facilities, may be reached as follows

Library  
Phase II, Place du Portage  
7th Floor  
165 Hotel de Ville Street  
Hull, Québec  
Telephone: (819) 997-3540

### Access Procedures

The departmental co-ordinator for the *Access to Information Act* and *Privacy Act* prepares and revises the departmental entry in the Access Register, determines exemptions and third party notification, responds to enquiries from the Information Commissioner, and appeals before the federal court. Enquiries on the administration of the *Access to Information Act* and *Privacy Act* should be addressed to

Office of the Co-ordinator  
Access to Information and Privacy Acts  
Labour Canada  
Phase II  
11 Place du Portage West, 10th Floor  
165 Hotel de Ville St.  
Hull, Québec  
K1A 0J2  
Telephone: (819)997-3908

### Administrative Policy and Services

Administrative and Library Services supervises several divisions; library services, word processing, records and mail management, accommodation, materiel and property management services.

The Finance Branch handles accounting, allotment control, program forecasts, estimates and budgets.

The Data Processing Branch provides automated systems support for the Department's programs.

The Program Evaluation Branch is accountable for the effective management of the corporate program evaluation and internal audit activities to ensure the effectiveness and efficiency of the departmental programs and administrative systems through the implementation of departmental and Treasury Board policies.

The Planning Branch provides advisory and support services in the development and review of departmental strategic and operational plans and co-ordinates the implementation and operation of the government's Policy and Expenditure Management Systems (PEMS) in the Department.

### Communications Directorate

This branch draws public attention to and encourages public support for the Department's programs and services. It is responsible for media relations, audio-visual services, editorial and creative writing services and publishing. It produces the Department's annual report and its newsletter.

Additional information may be obtained from the public relations office, (819) 997-2617.

### Personnel

The Personnel Branch is responsible for the Department's personnel relations: human resources, classification, pay, staff relations and employee services. In addition it looks after the Department's official languages plan, language training and the equal opportunity programs.

### Women's Bureau

The branch reviews legislation, programs and policies on the employment of women and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The bureau is the focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate improvements, support and recognition of women's concerns in the world of paid work.

### Merchant Seamen Compensation Board

The Board administers the *Merchant Seamen Compensation Act* which provides worker's compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial Workers' Compensation Act.

### Program Planning and Technical Support

The branch carries out specialized research activities and projects pertinent to the resolution of labour management disputes and studies industrial relations implications of government policy initiatives. It provides operational research support to conciliation officers and mediators in the field and headquarters, and directly assists the associate deputy minister in the development of policies. In addition, it analyses developments and trends in industrial relations in Canada, the United States and other countries.

### Arbitration Services

The branch processes arbitration requests to the Minister; supplies the Minister with names of independent arbitrators qualified to hear disputes and maintains an extensive, up-to-date nation-wide inventory of arbitrators; records and indexes all arbitrary awards and publishes summaries of more significant decisions in the publication: *Arbitration Services Reporter*; researches labour legislation, cases, policies and practices related to the grievance dispute settlement process in Canada.

### Mediation and Conciliation

The branch provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements or during the term of an agreement by appointing Conciliation Officers, Conciliation Commissioners or Boards and Mediators under Part V of the Canada Labour Code (Industrial Relations). It also helps improve labour relations between specific parties through the practice of preventive mediation techniques and general labour relations climate through the appointment of Industrial Enquiry Commissions and Task Forces.



# DEPARTMENT OF LABOUR

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## POLICY

### International Relations Branch

The branch is responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international bodies of which Canada is a member or in which it has strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department; consults with the provinces on ILO questions; consults with labour and employee organizations on ILO matters; and maintains liaison with the Canada Branch of the ILO.

### Social Policy and Federal-Provincial Relations

The branch works toward strengthening consultative efforts between levels of governments and developing new mechanisms, either on a bilateral or multinational basis, to assist in the resolution of problems between federal and provincial governments in the labour field. It also assesses various federal-provincial labour policy issues; arranges federal-provincial labour meetings; provides secretariat services to the Canadian Association of Administrators of Labour Legislation; and analyzes various government initiatives in the social policy field, identifying possible implications for the Department. The branch is involved in interdepartmental meetings on a subject matter basis; holds meetings of Social Development Deputy Ministers; and maintains liaison with Ministry of State for Social Development.

### Economics and Industrial Relations Research

The branch provides analytical and advisory services in the area of general and labour economics to strengthen the Department's capacity to understand and predict the influences of economic factors and trends on departmental activities. The work includes research and analysis in wage determination, economic trends and prospects, socio-economic impact analyses of labour standards, minimum wage and structural issues such as productivity. This branch also has policy responsibility for the Labour Adjustment Benefits Program and Industrial and Labour Adjustment Program.

### Industrial Relations Information Service

The services are responsible for encouraging and facilitating access to public information by those involved in the collective bargaining process.

### Labour Data Branch

The branch collects, processes, publishes and disseminates data on current major collective bargaining settlements, the wage implications of settlements and various provisions in collective agreements; occupational wage rates and certain conditions of employment for most industries; work stoppages due to strikes and lock-outs; and information on labour organizations and union membership. The branch also maintains an extensive library of collective agreements from all jurisdictions in Canada and retains for public viewing copies of non-confidential labour union returns received under the *Corporations and Labour Unions Returns Act* (CALURA).

## OPERATIONS

### Employment Relations and Conditions of Work

The branch is concerned with the improvement of conditions of work in the federally regulated private sector and the industrial unrest in all of Canada, through changes in Part III (Labour Standards) and Part V (Industrial Relations) of the Canada Labour Code and the development of constructive labour management relations through the

promotion of labour education and the quality of working life innovations.

### Occupational Safety and Health

The branch develops policies and programs to promote safe and healthy working conditions through the application of Part IV of the Canada Labour Code (Safety of Employees). It also provides industrial safety and occupational engineering services and is responsible for policy on the administration of work injury compensation for federal employees and penitentiary inmates.

## Classes of Records

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LAB/WBA-005 *Formerly Identified as:* LAB-10  
**Conferences and Committees**

*Description:* Information conferences and committees in which the Women's Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings. *Retrievability:* Files arranged by subject.

LAB/WBA-010 *Formerly Identified as:* LAB-20  
**International Labour Organization — United Nations**

*Description:* Information on the Women's Bureau involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations, with regard to women in the labour force. *Topics:* ILO — general; Government of Canada (Article 22) to ILO; Eighth Conference of American States — Members of ILO; meetings of the deputy minister of Labour on ILO questions; ILO — meetings, conference sessions; United Nations — general; General Assembly of the United Nations (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees). *Retrievability:* Files arranged by subject.

LAB/WBA-015 *Formerly Identified as:* LAB-30  
**Liaison and Public Relations**

*Description:* Information on Women's Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations public relations — general; publications requested and received; suggestions and representations; complaints; and publicity. *Retrievability:* Files arranged by subject, province, department and country.

LAB/WBA-020 *Formerly Identified as:* LAB-40  
**Reports and Statistics**

*Description:* Legislation, reports, studies, submissions and projects on women in the labour force. *Topics:* Canada Labour Code, Part I (Fair Employment Practices), now repealed; *Canadian Human Rights Act* (1978); Canada Labour Code, Part III (Labour Standards); *Fair Wages and Hours of Labour Act*; reports, studies, submissions and projects. *Retrievability:* Files arranged by subject.

LAB/MS-025 *Formerly Identified as:* LAB-50  
**Acts and Regulations**

*Description:* Information on compensation and coverage for federal employees who make claims as a result of an accident or work related injury. *Topics:* Amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of medical advisors. *Retrievability:* Files arranged by organization, association and company.



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LAB/PPT-030 *Formerly Identified as:* LAB-80

### **Federal Industries**

*Description:* Information on research into collective bargaining issues, developments and trends in industries under federal jurisdiction. *Topics:* Federal industries — general; boards, committees; projects; air and highway transport, railways, shipping; hotels; banks; Crown corporations; canals, ferries, tunnels, bridges; fishing industry; flour and feed; grain trade; mining; pipelines; radio and television, telephone, telegraph, cable system; longshoring; and construction. *Retrievability:* Files arranged by subject and industry.

LAB/PPT-035 *Formerly Identified as:* LAB-90

### **Negotiations for Railway Employees**

*Description:* Information on research related to negotiations for railway employees. *Topics:* Railway negotiations — general; associated non-operating employees (Canadian National, Canadian Pacific and other shop craft employees); Canadian National, Canadian Pacific Railways — running trades. *Retrievability:* Files arranged by company.

LAB/ASB-040 *Formerly Identified as:* LAB-100

### **Arbitration**

*Description:* Information on arbitration under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Arbitration — general; cases under Part V of the Canada Labour Code (Industrial Relations); studies and surveys; awards; inventory of curricula vitae of persons interested in acting as arbitrators. *Retrievability:* Files arranged by province, union and company.

LAB/ASB-045 *Formerly Identified as:* LAB-110

### **Appointment of Adjudicators**

*Description:* Information on the appointments of adjudicators under the Canada Labour Code (Unjust Dismissal). *Topics:* Ministerial authorities to accept unjust dismissal complaints after 30 days; Section 61.5(2), Division V.7, Part III of the Canada Labour Code. *Retrievability:* Files arranged by individual and company.

LAB/MCB-050 *Formerly Identified as:* LAB-120

### **Conciliation and Mediation**

*Description:* Information on requests for conciliation or mediation assistance under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Requests for conciliation; proceedings of conciliation officers; commissioners and mediators. *Retrievability:* Files arranged by union and company.

LAB/MCB-055 *Formerly Identified as:* LAB-130

### **Consent to Prosecute**

*Description:* Information on consent to prosecute union members for violations under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Consents to prosecute; complaints and prosecutions. *Retrievability:* Files arranged by union, company, individual.

LAB/MCB-060 *Formerly Identified as:* LAB-140

### **Direct Negotiations and Consent to Complain**

*Description:* Information on direct negotiations between parties to collective bargaining and requests for ministerial consent for complaints to the Canada Labour Relations Board alleging unfair labour practice. *Topics:* Notices to bargain; direct bargaining histories; requests for ministerial consent to complain to the Canada Labour Relations Board under Section 187(5) Part V of the Canada Labour Code (bargaining-related complaints). *Retrievability:* Files arranged by union, company.

LAB/MCB-065 *Formerly Identified as:* LAB-150

### **General Enquiries on Labour Relations**

*Description:* Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations — general; strikes and lock-outs; government departments

and agencies; trade unions; individual unions; revitalization program railway passenger services (VIA Rail); air transport; banks; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. *Retrievability:* Files arranged by industry, union and subject.

LAB/MCB-070 *Formerly Identified as:* LAB-160

### **Industrial Enquiry Commissions, Boards, Task Force on Labour Relations**

*Description:* Information on Labour Relations — independent committees established to enquire into specific topics under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various industrial enquiry commissions and boards established under the Canada Labour Code (minutes, submissions, reports and recommendations). *Retrievability:* Files arranged by subject.

LAB/MCB-075 *Formerly Identified as:* LAB-170

### **Preventive Mediation**

*Description:* Information on preventive mediation assignments of branch staff to assist parties in their labour relationships during closed period of their collective agreements. *Topics:* Preventive mediation cases. *Retrievability:* Files arranged by officer, company, union and problem.

LAB/MCB-080 *Formerly Identified as:* LAB-180

### **Reasons for Judgement/Canada Labour Relations Board**

*Description:* Information of judgements made by Canada Labour Relations Board under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Reasons for judgement (CLRB) generally. *Retrievability:* Files arranged in Series 500.

LAB/IRB-085 *Formerly Identified as:* LAB-190

### **Conferences, Committees, Meetings**

*Description:* Information on international conferences, committees and meetings in the labour field, including minutes and proceedings. *Topics:* Conferences — International Labour Organization annual conference, American, preparatory, regional, tripartite, international, Eighth Regional Conference of American States; committees — advisory, governing body, preparatory, joint, committee of experts, industrial; and meetings — joint, meeting of experts, international, technical tripartite and tripartite. *Retrievability:* Files arranged by conference, committee, meetings.

LAB/IRB-090 *Formerly Identified as:* LAB-200

### **International Centre for Advanced Technical and Vocational Training**

*Description:* Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowship training (individual trainees). *Retrievability:* Files arranged by individual, subject.

LAB/IRB-095 *Formerly Identified as:* LAB-210

### **International Institute for Labour Studies**

*Description:* Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African regional seminar. *Retrievability:* Files arranged by subject.

LAB/IRB-100 *Formerly Identified as:* LAB-220

### **International Labour Organization**

*Description:* Information on the Department's international labour activities involving the International Labour Organization (ILO). *Topics:* ILO — general; constitution; financial; publicity; reports; statistics; surveys; staffing; international movement of trainees;

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governing body sessions; fiftieth anniversary celebrations — 1969; ILO publications; reports; and tables. *Retrievability:* Files arranged by subject and sessions.

**LAB/IRB-105** *Formerly Identified as:* LAB-230

### **International Services**

*Description:* Information on the Department's international labour activities; includes gathering of information. *Topics:* Sources of information by country, labour counsellors — United Kingdom, Belgium, United States; Canada-U.S. automotive agreements; training of workers in other countries. *Retrievability:* Files arranged by country.

**LAB/IRB-110** *Formerly Identified as:* LAB-240

### **Organization for Economic Co-operation and Development**

*Description:* Information on the Organization for Economic Co-operation and Development in which the Department has a strong interest; includes minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. *Retrievability:* Files arranged by session and subject.

**LAB/IRB-115** *Formerly Identified as:* LAB-250

### **United Nations**

*Description:* Information on labour activities at the United Nations. *Topics:* Financial, press releases; United Nations development programs; United Nations Economic and Social Council — commissions, specialized agencies, technical assistance board. *Retrievability:* Files arranged by subject.

**LAB/SPF-120** *Formerly Identified as:* LAB-260

### **Conferences and Meetings**

*Description:* Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Minister's conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee.

**LAB/EIR-125** *Formerly Identified as:* LAB-300

### **Economic Analysis**

*Description:* Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries. *Retrievability:* Files arranged by subject and industry.

**LAB/EIR-130** *Formerly Identified as:* LAB-310

### **Grants**

*Description:* Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field. *Topics:* University and departmental grants — policy, application for, and grants; by individual and associations. *Retrievability:* Files arranged by subject and individual.

**LAB/EIR-135** *Formerly Identified as:* LAB-320

### **Pensions and Insurance Research**

*Description:* Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; Acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Retrievability:* Files arranged by industry, company, individual and country.

**LAB/EIR-140** *Formerly Identified as:* LAB-400

### **Labour Documentation**

*Description:* Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports.

**LAB/IRI-145** *Formerly Identified as:* LAB-330

### **Industrial Relations Information Services**

*Description:* Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour unions; federal departments and agencies; universities and institutions; regional and international offices. *Retrievability:* Files arranged by universities, associations, regional offices, labour unions, federal departments and agencies, conferences, meetings, seminars.

**LAB/LDB-150** *Formerly Identified as:* LAB-340

### **Corporations and Labour Unions Returns Act (CALURA)**

*Description:* Copies of the non-confidential part of labour unions returns for public viewing. *Topics:* General; names of union and organizations; names and addresses of unions; names of officers; number of members; names and addresses of employers with whom union has collective agreements. *Retrievability:* Files arranged by union name. *Special Access Note:* There is a nominal charge for public viewing.

**LAB/LDB-155** *Formerly Identified as:* LAB-350

### **Collective Agreements**

*Description:* All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 200 or more employees. *Storage Media:* Microfiche for older agreements, and computer tapes. *Retrievability:* Files arranged by employer, province, location, industry and union.

**LAB/LDB-160** *Formerly Identified as:* LAB-360

### **Collective Bargaining**

*Description:* Information on major collective agreement settlements, their wage changes and statistics. *Topics:* Collective bargaining settlements; wage changes from settlements; provisions in collective agreements (statistics). *Retrievability:* Files arranged by subject of agreement provisions. *Storage Media:* Computer and microfiche.

**LAB/LDB-165** *Formerly Identified as:* LAB-370

### **Research**

*Description:* Information on wage, operational and policy research for Labour Canada. *Topics:* Research — general; wage determination and changes; Labour Code; fair employment practices; labour standards — wages; working conditions; industrial relations — general; federal jurisdiction wage research by industry; working conditions; working standards survey; new initiatives — general; projects; directory of industrial relations — courses and questionnaires; union research activities questionnaire; behavioural research — general; and projects. *Retrievability:* Files arranged by subject.

**LAB/LDB-170** *Formerly Identified as:* LAB-380

### **Strikes and Lock-outs and Labour Union Information**

*Description:* Data on strikes, lock-outs, union membership, and directory information on labour organizations. *Topics:* Strikes and lock-outs; union membership; labour organization. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by subject.



## DEPARTMENT OF LABOUR

LAB/LDB-175 *Formerly Identified as:* LAB-390

### **Wage Rates and Working Conditions**

*Description:* Aggregate data on automated form from an annual survey of occupational wage rates, hours of work and certain working conditions in most establishments with 20 or more employees. *Topics:* Surveys — general; special requests for computer work; special surveys; elevator accidents; labour costs survey by industry; liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupational wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic). *Retrievability:* Files arranged by topics, province, community and industry.

LAB/ERC-180 *Formerly Identified as:* LAB-410

### **Acts, Regulations and Legislation**

*Description:* Information on representations, revision, development and amendments of Part III of the Canada Labour Code (Labour Standards), *Fair Wages and Hours of Labour Act* and the *Female Employees Equal Pay Act*. *Topics:* Labour Standards — general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the scope of the Canada Labour Code by province; posting of notice of the Code; studies, complaints, investigations, shared-cost program projects, and enquiries. *Retrievability:* Files arranged by industry, province and subject.

LAB/ERC-185 *Formerly Identified as:* LAB-420

### **Complaints**

*Description:* Information on complaints, investigations and prosecutions under Part III of the Canada Labour Code (Labour Standards). *Topics:* Complaints; legal options; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. *Retrievability:* Files arranged alphabetically by individuals and companies. Files are located at regional offices.

LAB/ERC-190 *Formerly Identified as:* LAB-430

### **Federal Contracts**

*Description:* Information on federal contracts by department or agency to individuals and companies. *Topics:* General policy; labour conditions by federal departments and agencies. *Retrievability:* Files arranged alphabetically by departments and agencies. Files located at regional offices.

LAB/ERC-195 *Formerly Identified as:* LAB-440

### **Hours of Work**

*Description:* Information on hours of work, exemptions and related matters. *Topics:* Hours of work — general; policy; interpretations; application and reports; averaging; regulations; modification; studies, surveys; liaison — internal and provincial committees; individual industry exemptions. *Retrievability:* Files arranged by industry, province and country.

LAB/ERC-200 *Formerly Identified as:* LAB-450

### **Enquiry Commissions**

*Description:* Information on enquiry commissions pertaining to Part III of the Canada Labour Code (Labour Standards). *Topics:* Enquiry commissions generally; by subject; by industry; by section of the Code. *Retrievability:* Files arranged by subject and by industry.

LAB/ERC-205 *Formerly Identified as:* LAB-460

### **Labour Education Program**

*Description:* Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity; program evaluation; research and statistics; training, meetings; boards; committees; conferences and seminars; liaison and co-operation with regional offices, government departments and

agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Retrievability:* Files arranged by province project, region, department or agency, organization, association, union, academic institution and individual.

LAB/ERC-210 *Formerly Identified as:* LAB-470

### **Layoffs and Terminations**

*Description:* Information on layoffs and terminations. *Topics:* Group and individual termination — general; interpretations; application policy; unjust dismissal, general and interpretations; redundancy and layoff program — general. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-215 *Formerly Identified as:* LAB-480

### **Leave and Pay**

*Description:* Information on general holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays — interpretations; substitution with or without collective agreement, by industry and federal departments; maternity leave, bereavement, and sick leave — interpretations by industry; vacations with pay — interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay — general; garnishment — interpretations and policy. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-220 *Formerly Identified as:* LAB-490

### **Quality of Working Life**

*Description:* Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments; municipalities; foreign and international institutions; promotion and communications; training and development research; conferences and seminars. *Retrievability:* Files arranged by universities, associations, regional offices, labour offices, federal and provincial governments, conferences and projects.

LAB/ERC-225 *Formerly Identified as:* LAB-500

### **Wages**

*Description:* Information on minimum wages on deferments, equal wages and payment of wages. *Topics:* Minimum wages — general, interpretations by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments — general; equal wages — general, interpretation by industry; payment of wages — general and interpretations. *Retrievability:* Files arranged by industry and subject.

LAB/OSH-230 *Formerly Identified as:* LAB-510

### **Accidents**

*Description:* Information on the reporting and investigation of accidents and work related injuries; also complaints and enquiries by individuals and companies. *Topics:* Accidents — general reports of fatalities; accident reports; investigations, complaints and enquiries on personal injuries and fatalities. *Storage Medium:* Grain Elevator Accident Statistics (computer tape). *Retrievability:* Most files are located in regional offices by industry and company.

LAB/OSH-235 *Formerly Identified as:* LAB-520

### **Compensation**

*Description:* Information on compensation legislation and coverage for federal employees and penitentiary inmates who make claims as a result of an accident or other work related injury. *Topics:* Terms and conditions to establish coverage; legislation; provincial arrangements;



## DEPARTMENT OF LABOUR

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special compensation arrangements for coverage of non-federal employees while on assignments with the Crown. *Retrievability:* Files arranged by departments and agencies, subjects and province.

LAB/OSH-240 *Formerly Identified as:* LAB-530

### **Laws and Regulations — Safety and Health**

*Description:* Information on safety legislation, standards and regulations. *Topics:* Revisions, developments, amendments, interpretations and jurisdictional matters under Part IV of the Canada Labour Code (Safety of Employees); development of safety regulations; exemptions and approvals under the Regulations; federal and provincial legislation, standards and regulations. *Retrievability:* Files arranged by topic, province and country.

LAB/OSH-245 *Formerly Identified as:* LAB-540

### **Research and Statistics**

*Description:* Information on bibliographic research, general surveys and statistics. *Topics:* Statistical committee, provincial statistics — Part IV of the Canada Labour Code (Safety of Employees); accidents — number and costs; and fatalities. *Storage Medium:* Elevator accident statistics on computer tape. *Retrievability:* Files arranged by subject and province.

LAB/OSH-250 *Formerly Identified as:* LAB-550

### **Safety and Health**

*Description:* Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health topics; enquiry commissions and boards; provincial inspection agreements; monitoring studies. *Retrievability:* Files arranged by subject and province.

LAB/OSH-255 *Formerly Identified as:* LAB-560

### **CN Rail and CP Rail Safety and Health Committees**

*Description:* Information on safety and health committees as established under Part IV of the Canada Labour Code (Safety of Employees), Section 84.1 in both major railways. *Topics:* Committee minutes; guidelines; task force reports; and monitoring studies. *Retrievability:* Files arranged by railway, province, company and department.

## **Deleted Classes of Records**

LAB-570 Administrative Records

LAB-580 Labour Adjustment Investigations Records

# **LAURENTIAN PILOTAGE AUTHORITY**

## **Chapter 55**

# LAURENTIAN PILOTAGE AUTHORITY

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LAURENTIAN PILOTAGE AUTHORITY  
(LPA)

OPERATIONS BRANCH  
(OPR)

005 Pilotage Services  
010 Tariffs

ACCESS TO INFORMATION  
CO-ORDINATOR  
LAURENTIAN PILOTAGE AUTHORITY  
1080 BEAVER HALL HILL  
SUITE 1402  
MONTREAL, QUEBEC  
H2Z 1S8



# LAURENTIAN PILOTAGE AUTHORITY

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## Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council, and proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority is a Crown corporation established on June 30, 1971, and effective as of February 1, 1972. It is a Schedule C Corporation within the meaning and purpose of the *Financial Administration Act*.

## Laws and Regulations

- Pilotage Act and Regulations

## Overall Responsibilities

The objectives of the Authority are to establish, operate, maintain and administer, in the interests of safety, an efficient pilotage service within its geographical boundaries. It has jurisdiction in and around the Province of Québec, north of the northern entrance to the St. Lambert Lock, except for the waters of Chaleur Bay south of Cap d'Espoir.

## Organization

The Authority's board of directors is appointed by the Governor-in-Council to a maximum of seven members. The chairman is the chief executive officer; the other permanent member is the vice-chairman.

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Laurentian Pilotage Authority  
1080 Beaver Hall Hill  
Suite 1402  
Montréal, Québec  
H2Z 1S8  
Telephone: (514)283-6320

## Administration Branch

The function of this branch is to attend board meetings, keep minutes, and take care of files and records.

## Operations Branch

The function of this branch is to provide pilotage services by assignment, and to dispatch qualified pilots to ships navigating within the Authority's region.

### Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

## Classes of Records

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LPA/OPR-005    *Formerly Identified as:*    LPA-10

### Pilotage Services

*Description:* Information on the provision of pilotage services within the Laurentian region. *Topics:* Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.

LPA/OPR-010    *Formerly Identified as:*    LPA-20

### Tariffs

*Description:* Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of Canadian Transport Commission hearings.



# **LAW REFORM COMMISSION OF CANADA**

## **Chapter 56**



# LAW REFORM COMMISSION OF CANADA

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LAW REFORM COMMISSION OF CANADA

(LRC)

COMMISSIONERS

RESEARCH

(LRS)

005 Law Reform  
010 Administrative Law  
015 Criminal Law  
020 Criminal Law — Offences  
025 Criminal Law — Procedures  
030 Sentencing  
035 Military Law  
040 Evidence  
045 Family Law  
050 Expropriation  
055 Commercial Law  
060 Labour Law  
065 Protection of Life

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
LAW REFORM COMMISSION  
VARETTE BUILDING, ROOM 840A  
130 ALBERT STREET  
OTTAWA, ONTARIO  
K1A 0L6

## Background

The Law Reform Commission of Canada was established by an Act of Parliament which came into force on June 1, 1971. The original statute provided for a chairman, a vice-chairman, two other full-time commissioners and two part-time commissioners. A subsequent amendment in 1975 eliminated the part-time commissioners in favour of one more full-time commissioner. The present establishment of commissioners comprises five full-time members, one being the President, a title which superseded "Chairman", and one, vice-president.

## Laws and Regulations

- Law Reform Commission Act

## Overall Responsibilities

The objectives of the Commission are to study and keep under review, on a continuing and systematic basis, the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing: the removal of anachronisms and anomalies in the law; the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions; the elimination of obsolete laws; and the development of new approaches to, and new concepts of the law in keeping with, and responsive to, the changing needs of modern Canadian society and of individual members of that society.

## Key Contacts

### General Enquiries

The Secretary  
Law Reform Commission of Canada  
130 Albert Street, Varette Building  
Ottawa, Ontario  
K1A 0L6  
Telephone: (613) 996-7844

### Press Enquiries

Director of Information Services  
Telephone: (613) 996-7851

### Parliamentary Questions

Director of Operations  
Telephone: (613) 996-7844

### Publications Office

Telephone: (613) 996-7791

## Major Publications

### Working Papers

The Commission's working papers contain the results of its research in law on specific topics, together with its tentative recommendations for changes. Its final reports convey to Parliament the Commission's firm proposals for reform, with the reasons for arriving at those conclusions. In addition to these publications it publishes an annual report which contains a listing of all publications currently available. Commission publications are issued free of charge and may be obtained by visiting the Commission at its premises or by telephoning the publications office.

### Study Papers

As an introduction to some study topics, the Commission has produced study papers which were given a restricted distribution, and some other research papers which were similarly limited in distribution. These are available at the Commission library.

### Library

The Commission's library holds all of the Commission's research papers including those which have had a very limited distribution. It is a working legal library with a public reading room.

## Regional Activities

The Commission maintains a small regional office in Montréal, largely devoted to liaison and research in the field of civil law. Records held there are part of the main filing system and are not necessarily complete in themselves.

## Access Procedures

Formal request for access under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator  
Law Reform Commission  
Varette Building, Room 840 A  
130 Albert Street  
Ottawa, Ontario  
K1A 0L6  
Telephone: (613) 996-7844

## Classes of Records

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LRC/LRS-005 *Formerly Identified as:* LRC-10  
**Law Reform**

*Description:* Information on Law Reform Commission philosophy and the methodology of study and research in various areas of the law, general administration of research, visits, correspondence with Ministers, outside enquiries, and liaison with Canadian, foreign, and international organizations concerned with research in law. *Topics:* Law reform; court cases; Acts and legislation; federal Acts and legislation — suggestions and opinions; legal drafting; constitution; legal research — references and abbreviations; Community Law Reform Project (East York); law reform co-operation and liaison; federal electoral reform; library — law project; ongoing modernization of statutes; pilot projects; research studies; statistics; reports and returns; a system to classify, retrieve and monitor Law Reform Commission recommendations; law reform — suggestions and opinions; young offenders.

LRC/LRS-010 *Formerly Identified as:* LRC-20  
**Administrative Law**

*Description:* Information on the study of the powers and procedures of federal agencies, and the use of sanctions to enforce compliance with regulations. *Topics:* Administrative law; administrative law appeal; Administrative Review Council; Federal Court; Judicial Review; Guidelines for Administration; federal agencies; freedom of information; Catalogue of Discretionary Powers in the Revised Statutes of Canada (R.S.C.) 1970; statutory powers of administrative authorities; Study Group of Administrative Tribunals; administrative appointments and procedures; administrative law — suggestions and opinions.

LRC/LRS-015 *Formerly Identified as:* LRC-30  
**Criminal Law**

*Description:* Research into the structure and content of the Criminal Code, the role of legislation and the whole process of criminal law. *Topics:* Criminal law; aims and purpose of criminal law; criminal law — towards a codification; corporate criminal liability; equality before

## LAW REFORM COMMISSION OF CANADA

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the law — native people; poverty and criminal law; general principles and substantive offences; intoxication; mental elements of the offence; mental illness; mental disorder in the criminal process; criminal responsibility for group action; strict liability; criminal law — suggestions and opinions.

LRC/LRS-020 *Formerly Identified as:* LRC-40

### **Criminal Law — Offences**

*Description:* The study of willful attempts to obstruct, pervert or defeat the course of justice. *Topics:* Conspiracy; contempt of court; dishonest acquisition of property; empirical event basis of criminal offences; empirical research on statement admissions and confessions; homicide; obscenity; pre-trial statements; protection of political institutions; sexual offences; dangerous sexual offenders; theft, fraud and related offences; criminal law offences — suggestions and opinions.

LRC/LRS-025 *Formerly Identified as:* LRC-50

### **Criminal Law — Procedures**

*Description:* Research into procedures leading to the trial, and the trial process. *Topics:* Criminal law procedure; self-incrimination; assessors; bail reform legislation; charging process discretion; charging process — framing the charge; classification of offences and the jurisdiction of the courts; control of the process; costs in criminal cases; criminal records — maintenance and disclosure; extraordinary remedies; jury; jury — pattern instructions; jury study — surveys; evidence of identification; minor offences; plea bargaining; pre-sentence hearings; pre-trial discovery; pre-trial procedures; private prosecutions; retention of stolen goods as exhibits at trial; police powers — general, arrest, search and seizure; police interrogation procedures; criminal procedure — suggestions and opinions.

LRC/LRS-030 *Formerly Identified as:* LRC-60

### **Sentencing**

*Description:* Studies of procedures surrounding sentencing. *Topics:* Sentencing and disposition; diversion; sentencing and disposition — empirical research; fines; deterrence; hospital orders; information use in sentencing; imprisonment; legal aspects of prison decision-making; magistrates' courts (Winnipeg Study); parole; prisoners' rights; probation; restitution; statistical data; sentencing and disposition — surveys, suggestions and opinions.

LRC/LRS-035 *Formerly Identified as:* LRC-70

### **Military Law**

*Description:* Studies on the rules of evidence used in the Canadian Armed Forces.

LRC/LRS-040 *Formerly Identified as:* LRC-80

### **Evidence**

*Description:* Studies on methods and procedures in presenting evidence to the court. *Topics:* Evidence; burden of proof and presumptions; character of witness and similar fact; children's

evidence; compatibility of the accused and the admissibility of his statements; confessions; exclusion of illegally obtained evidence; expert witnesses and opinion evidence; authentication and identification; corroboration; hearsay; judicial notice; privileges; evidence witnesses — competency and compellability; evidence — suggestions and opinions.

LRC/LRS-045 *Formerly Identified as:* LRC-90

### **Family Law**

*Description:* Studies of Parliament's legislative authority in marriage and divorce. *Topics:* Family law; children's legal representation; divorce; Family Court; Unified Family Courts; illegitimacy; maintenance orders; matrimonial property — common law, civil law; nullity of marriage; statistical data; family law — suggestions and opinions.

LRC/LRS-050 *Formerly Identified as:* LRC-100

### **Expropriation**

*Description:* Information on the study of federal expropriation powers not in the *Expropriation Act*. *Topics:* Expropriation; communications with non-government agencies; communications with foreign governments and agencies; communications with provincial governments; communications with federal agencies and departments; injurious affections; public hearings; expropriation — suggestions and opinions.

LRC/LRS-055 *Formerly Identified as:* LRC-110

### **Commercial Law**

*Description:* Research on the payment process, personal property security, corporate securities, and consumer protection. *Topics:* Commercial law; Canadian payment system; interest on judgment debts; commercial law — suggestions and opinions.

LRC/LRS-060 *Formerly Identified as:* LRC-120

### **Labour Law**

*Description:* Research on the *Canada Corporations Act*, the *Income Tax Act*, and the Labour Code. *Topics:* Labour law; arbitration.

LRC/LRS-065 *Formerly Identified as:* LRC-130

### **Protection of Life**

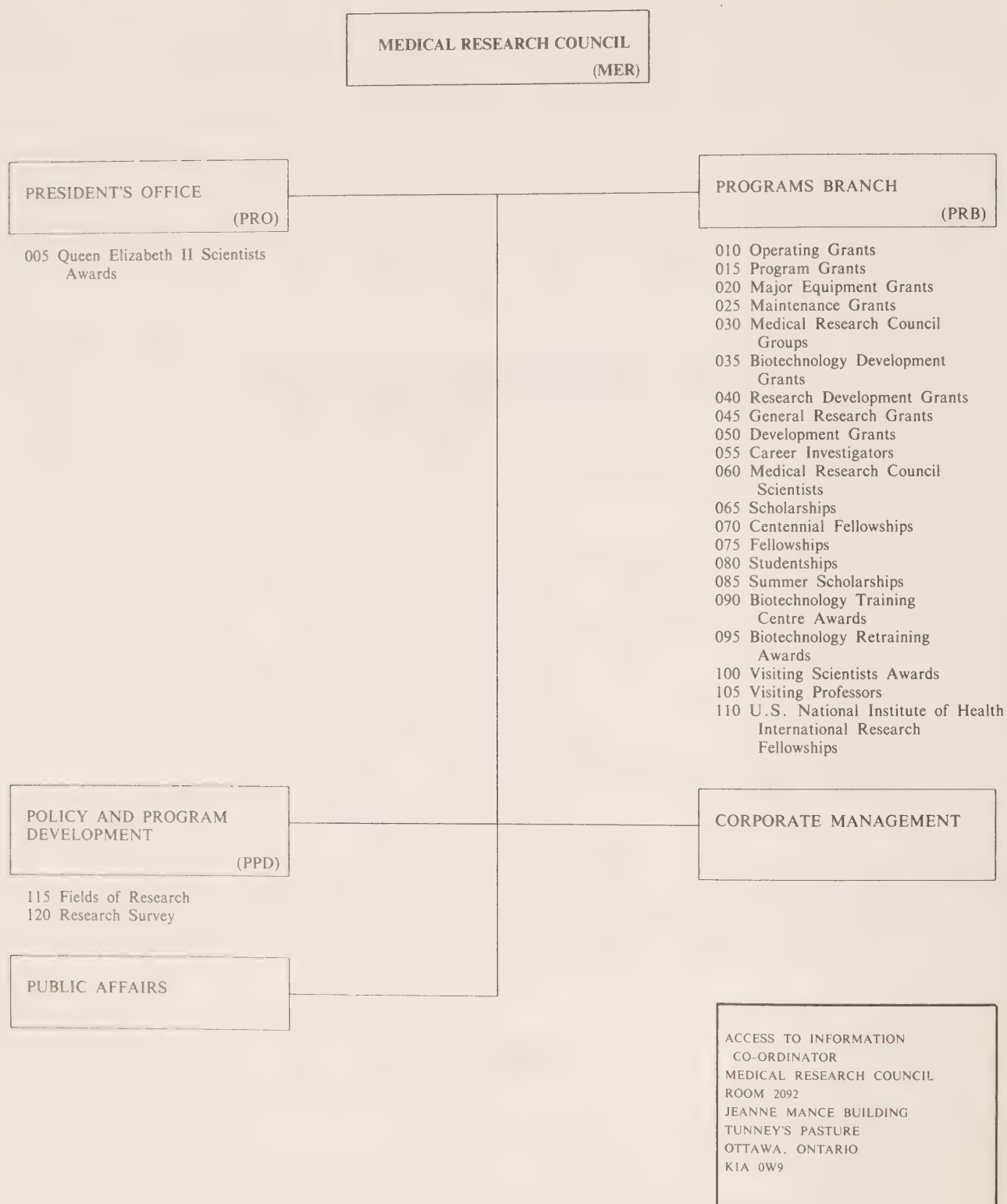
*Description:* Research on the role of the law in the whole area of life and death generally. *Topics:* Protection of life; consent; death and dying; environmental law; health care rights; human experimentation; mental health care; protection of the person in criminal law; protection of life — suggestions and opinions.



# **MEDICAL RESEARCH COUNCIL**

## **Chapter 57**

# MEDICAL RESEARCH COUNCIL



# MEDICAL RESEARCH COUNCIL

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## Background

The Medical Research Council is a Crown corporation which became a separate entity in 1969 after some ten years of functioning as a semi-autonomous component of the National Research Council. The Medical Research Council is accountable to Parliament through the Minister of National Health and Welfare.

## Overall Responsibilities

According to the *Medical Research Council Act*, the Council's mandate is to promote and support health sciences research in Canada by funding research carried out primarily in faculties of medicine, dentistry, and pharmacy, as well as in affiliated institutions and hospitals. The Council has no laboratories of its own, believing that health sciences research is better carried out in proximity to these medical environments.

## Organization

The Council is made up of a president, who is also the executive officer of the Council and whose rank is equivalent to a deputy minister, and 21 other members appointed by the Governor-in-Council, who perform their duties on a part-time and unpaid basis. Members are drawn primarily from the health professions, but the general public is also represented. Council meetings are held three times a year.

The Executive Committee, made up of seven Council members including the president, carries out executive powers and functions under delegation from the Council.

The Medical Research Council also has standing committees to assist it in formulating policies and procedures for planning and priorities, research funding, research personnel, and ethics in experimentation. There are, in addition, approximately 35 committees composed of scientists, to review funding applications and evaluate the scientific merit of projects submitted. Some 350 researchers provide part-time unpaid input into the activities of the standing and review committees and into such related activities as on-site visits.

A 54-member secretariat, made up of full-time employees located in Ottawa and under the direction of the president, provides general services to the Council, the Executive Committee, and all the other committees set up by the Council. This secretariat is subdivided into four organizational units: Programs Branch, Policy and Program Development, Corporate Management, and Public Affairs.

## Key Contacts

General information on the Council is provided by the Public Affairs Branch in Ottawa. Contact may be made in person, by telephone, or by writing to the branch, at the following address

Director of Public Affairs  
Medical Research Council  
Room 2002, Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0W9  
Telephone: (613) 990-7687

## Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Medical Research Council  
Room 2092, Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0W9  
Telephone: (613) 990-7703

## President's Office

The Medical Research Council is responsible for administering the Queen Elizabeth II Research Fund and for the initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health.

## Queen Elizabeth II Canadian Research Fund

The Queen Elizabeth II Fund to Aid in Research on the Diseases of Children was established by Parliament to commemorate Her Majesty's visit to Canada in 1959. The fund, in an amount of \$1 million, was created to provide financial support to individuals or organizations prepared to undertake or to carry on research into the causes, prevention or treatment of diseases of children.

The fund is administered by a board of trustees; the administrative services required are provided by the secretariat of the Medical Research Council.

## Programs Branch

This branch manages all Medical Research Council grants, awards, and other programs in accordance with the peer review process, the policy and program framework, other policies and procedures approved by the Council and government policies and directives concerning financial, administrative, and personnel management.

## Policy and Program Development Branch

This branch conducts ad hoc and continuing studies in order to provide the president and Council with the information necessary for policy considerations.

## Classes of Records

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MER/PRO-005 *Formerly Identified as:* MRC-230  
**Queen Elizabeth II Scientist Awards**

*Description:* Awards designed to enable competent investigators to pursue a career in research on the diseases of children. Queen Elizabeth II Scientist Awards are tenable in Canadian universities or affiliated hospitals. *Topics:* Individual's application; committee decision; administration of the awards; general correspondence.

MER/PRB-010 *Formerly Identified as:* MRC-10  
**Operating Grants**

*Description:* Information about operating grants to provide support for new or continuing research activities by individuals or small groups of investigators working in collaboration. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/PRB-015 *Formerly Identified as:* MRC-20  
**Program Grants**

*Description:* Information about program grants to facilitate the further growth of team research in Canada. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.



# MEDICAL RESEARCH COUNCIL

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MER/PRB-020 *Formerly Identified as:* MRC-30

## Major Equipment Grants

*Description:* Major equipment grants intended to provide for the purchase of single items of special research equipment costing \$10,000 or more, or for the purchase of various items of equipment that cost more than \$15,000 in total. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/PRB-025 *Formerly Identified as:* MRC-40

## Maintenance Grants

*Description:* Maintenance grants made to cover the costs of maintaining facilities that are shared by groups of researchers within a department, faculty, university, or region. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/PRB-030 *Formerly Identified as:* MRC-50

## Medical Research Council Groups

*Description:* Medical Research Council groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of a group are expected to devote their entire research effort to the program of the group and to be freed of the ordinary responsibilities of a faculty member. *Topics:* Application of group director and colleagues; executive and Council decisions; administration of the group; general correspondence.

MER/PRB-035 *Formerly Identified as:* MRC-60

## Biotechnology Development Grants

*Description:* Grants designed primarily to assist in the recruitment of new faculty members with a major interest in applying the recombinant DNA and related techniques to problems directly relevant to the health sciences. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/PRB-040 *Formerly Identified as:* MRC-70

## Research Development Grants

*Description:* Grants designed to help initiate new and focused research programs which have the potential for impact on treatment and diagnosis, and for which there are requirements that cannot readily be met through other programs. At present, perinatology research is the only subject to which this program applies. Grants are awarded only in situations where there appears to be a definite university intention to establish and maintain a new research program in the subject concerned. *Topics:* Applications; Council decision; administration of the grant; general correspondence.

MER/PRB-045 *Formerly Identified as:* MRC-80

## General Research Grants

*Description:* Grants made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment of supplementation of salaries of academic personnel, construction costs or overhead expenses. *Topics:* Notification of the grant to the dean; financial statement; general correspondence.

MER/PRB-050 *Formerly Identified as:* MRC-90

## Development Grants

*Description:* Grants designed primarily to assist in recruiting or establishing new faculty members who have the potential for major accomplishments in research. They are intended to provide an impetus for research in those schools of medicine, dentistry, and pharmacy where a more vigorous research program is considered by Council to be necessary to support professional education and health care. *Topics:* Applications of the principal investigator and colleagues;

executive and Council decision; administration of grants; general correspondence.

MER/PRB-055 *Formerly Identified as:* MRC-100

## Career Investigators

*Description:* Originally called the Associateship Program, the Career Investigators program was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments are being made by the Council. Career investigators appointed in 1975 and earlier will continue in their appointment, subject to the terms and conditions under which they accepted the award. *Topics:* Individual's career investigator application; committee decision; administration of the award; general correspondence.

MER/PRB-060 *Formerly Identified as:* MRC-110

## Medical Research Council Scientists

*Description:* This program provides salary support for independent investigators of outstanding ability who have shown promise of becoming leaders in their respective fields. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-065 *Formerly Identified as:* MRC-120

## Scholarships

*Description:* Scholarships provide salary support, for a period not exceeding five years, to a limited number of young health science investigators who show particular promise as independent researchers. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-070 *Formerly Identified as:* MRC-130

## Centennial Fellowships

*Description:* Fellowships designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than ten new awards are made in any year. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-075 *Formerly Identified as:* MRC-140

## Fellowships

*Description:* Fellowships offered in competition to highly qualified candidates with an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for a specific term to a maximum of three years and may be renewed under certain conditions. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-080 *Formerly Identified as:* MRC-150

## Studentships

*Description:* Studentships provided in competition to highly qualified graduates with a B.Sc. degree who are undertaking full-time training in research leading to an M.Sc. or Ph.D. degree under the supervision of members of departments of schools of medicine, dentistry, or pharmacy, and under certain circumstances, schools of nursing or physical education. Awards are tenable for a specific term to a maximum of three years and may be renewed. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

## MEDICAL RESEARCH COUNCIL

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MER/PRB-085 *Formerly Identified as:* MRC-160

### **Summer Scholarships**

*Description:* Scholarships made available to undergraduates in medicine, dentistry, and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry, and pharmacy in accordance with a formula based on undergraduate enrolment. Recipients of the awards are selected locally. *Topics:* Deans' reports; general correspondence.

MER/PRB-090 *Formerly Identified as:* MRC-170

### **Biotechnology Training Centre Awards**

*Description:* Awards to support opportunities for training students and post-doctoral fellows in the application of techniques of recombinant DNA and related methods, to a broad range of disciplines and problems. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/PRB-095 *Formerly Identified as:* MRC-180

### **Biotechnology Retraining Awards**

*Description:* Awards to enable established investigators to enhance their own research programs by the application of recombinant DNA strategies. These permit them to spend a year at another laboratory in Canada or abroad in order to gain experience with the relevant techniques. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/PRB-100 *Formerly Identified as:* MRC-190

### **Visiting Scientists Awards**

*Description:* Awards made in limited numbers each year to enable investigators to spend three to 12 months in laboratories other than their own. Proposals may be submitted by the deans of Canadian health science faculties on behalf of foreign scientists, or by Canadian investigators who wish to spend some time in another university in Canada or abroad in order to advance their research. *Topics:*

Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-105 *Formerly Identified as:* MRC-200

### **Visiting Professors**

*Description:* Visiting professorships intended to encourage collaboration and exchange of information among scientists in Canadian universities. Awards are made to the universities on a formula basis, following submission of proposals by the deans of health science faculties. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-110 *Formerly Identified as:* MRC-240

### **U.S. National Institute of Health International Research Fellowships**

*Description:* Initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health, for which the Council is responsible. *Topics:* Individual's application form; general correspondence.

MER/PPD-115 *Formerly Identified as:* MRC-210

### **Fields of Research**

*Description:* Information on areas peripheral to medical research for which the Council has some responsibility. *Topics:* Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence.

MER/PPD-120 *Formerly Identified as:* MRC-220

### **Research Survey**

*Description:* Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. *Topics:* Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases.





# **NATIONAL ARTS CENTRE CORPORATION**

**(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)**

## **Chapter 58**

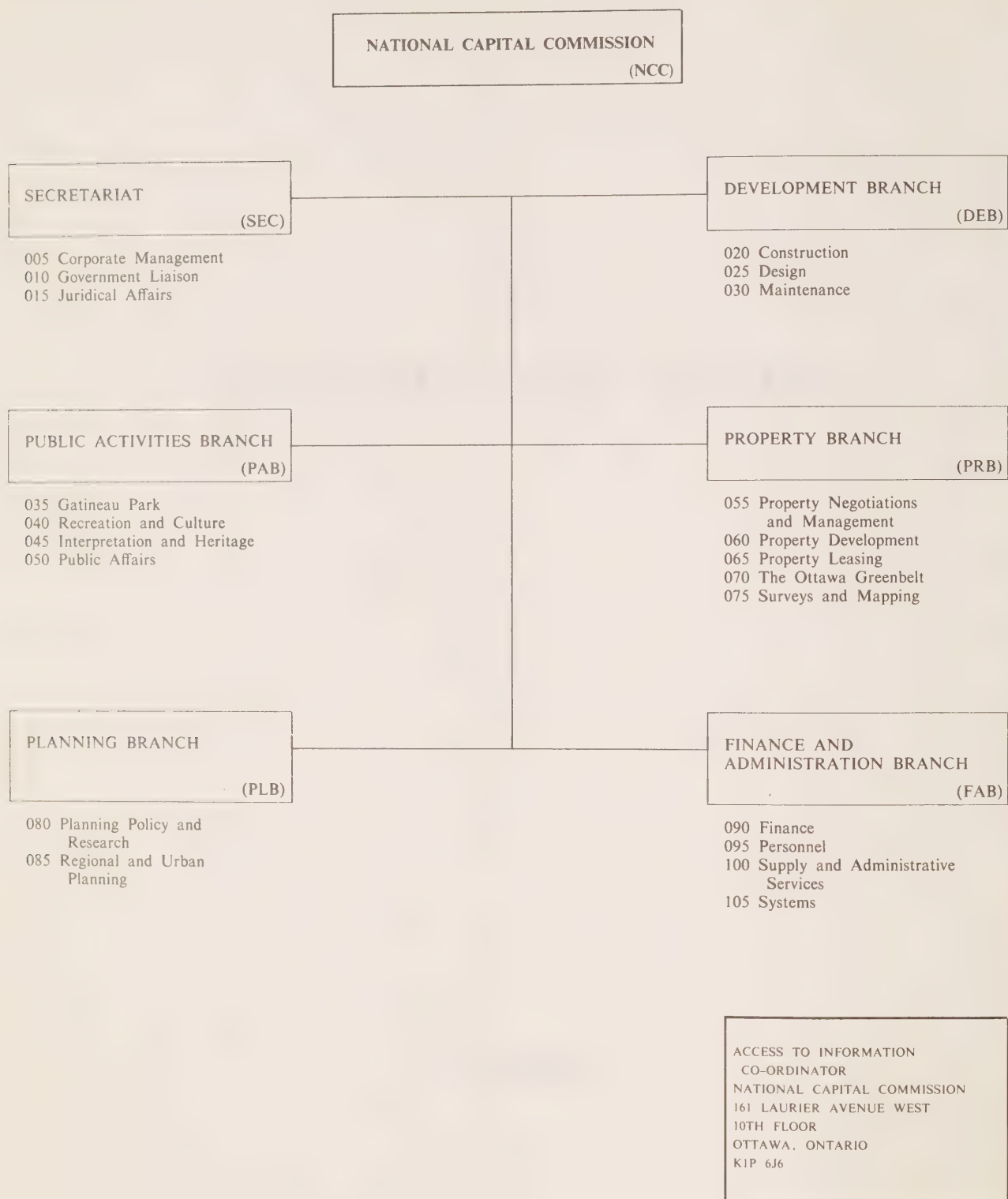


# **NATIONAL CAPITAL COMMISSION**

## **Chapter 59**



# NATIONAL CAPITAL COMMISSION



# NATIONAL CAPITAL COMMISSION

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## Background

The quality of the urban and regional setting of the nation's capital has been a continuing concern of the Government of Canada since Confederation. In 1899 specific provision was made for a government organization with the mandate to ensure that the capital could adequately fulfil its role as a major national symbol.

The Ottawa Improvement Commission (1899-1927) and the Federal District Commission (1927-58) were the first such agencies. Their most significant accomplishments were the development of the early stages of the National Capital Region's network of parks and parkways.

By the *National Capital Act* (1958), Parliament established the National Capital Commission (NCC) as a successor to the Federal District Commission to continue developing and improving the National Capital Region. The Region, with the cities of Ottawa and Hull at its centre, is now an area of 4,662 km<sup>2</sup> intersected by the Ottawa, Gatineau and Rideau rivers.

## Laws and Regulations

- National Capital Act, 1958

## Overall Responsibilities

The basic role of the Commission, as stated in the Act, is to prepare plans for and assist in the development, conservation and improvement of the National Capital Region in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance. This objective has been further defined by the Government to mean development of the Region so that it will be a fitting symbol of Canada's cultural and linguistic values, an efficient and aesthetically satisfying place in which to carry on the nation's business, and a model of urban planning and development that will benefit other parts of the country and be a source of pride for Canadians.

The National Capital Commission responds to this challenge by maintaining high standards in its traditional areas of activity. These areas include parks, parkways, urban infrastructure, planning, architectural and landscape design, and the management of lands and properties. It administers shared-cost programs with municipalities for roadways, bridges, buildings, parks and utilities. It also has innovative programming in areas of increasing importance such as public, cultural and recreational activities and services to visitors.

## Organization

To ensure the national outlook of the NCC, the Act provides for twenty commissioners from across Canada who function as a Board of Directors and who must be appointed by Order-in-Council. The Commission is headed by a chairman who is also its chief executive officer, and with the assistance of a general manager, acts as head of the Commission staff.

The staff of the Commission is organized into six administrative elements, each headed by an Executive Director: a Secretariat, and five branches responsible for Planning, Property, Public Activities, Development, Finance and Administration. These branches are further organized into divisions, headed by directors, to administer the Commission's programs, projects and services. The Commission reports to Parliament through the Minister of Public Works.

## General Information

The Commission has traditionally had an open-door policy in its extensive dealings with the public and will continue to provide all possible information on a routine basis. Much information on public,

cultural and recreational activities such as guided tours, natural and historical interpretation, heritage and festivals is available through newspapers, periodicals, radio and television as well as posters, brochures and publications.

Informal requests for information may be addressed to

### Information Services

Public Activities Branch  
National Capital Commission  
161 Laurier Avenue West  
Ottawa, Ontario  
K1P 6J6

### Library

161 Laurier Avenue West  
14th Floor  
Ottawa, Ontario  
Telephone: (613) 598-4924

### Visitor Reception Centre

14 Metcalfe Street  
Ottawa, Ontario  
Telephone: (613) 992-5473

### Centre d'accueil touristique de Hull

Maison du Citoyen  
25 Laurier Street  
Hull, Québec  
Telephone: (819) 994-6141

### Information Kiosks (Summer)

Sparks Street Mall  
Ottawa, Ontario  
  
Place du Portage  
Rue de l'hôtel de Ville  
Hull, Québec

## Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
National Capital Commission  
161 Laurier Avenue West  
10th Floor  
Ottawa, Ontario  
K1P 6J6  
Telephone: (613) 996-5914

## Secretariat

The Secretariat provides staff support to the Chairman and General Manager in carrying out their overall management responsibilities. It also provides legal services; carries out corporate planning activities; maintains liaison with other governments; provides administrative support to the Commission itself and its advisory committees; and initiates corporate policy.

## Development Branch

This branch provides architectural, landscape architectural and engineering design services and administers related standards and specifications. It also administers construction projects; maintains federal government grounds and parks (except Gatineau Park) and Commission assets such as service buildings; co-ordinates NCC project design and technical liaison with other agencies; administers shared-cost programs with other levels of government; and maintains manpower and financial records, reviews and reports.

# NATIONAL CAPITAL COMMISSION

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## Manuals

- Internal manuals on Design, Signs, Fire, Safety and Maintenance
- Federal, Provincial and Municipal Codes and Bylaws
- Contract Regulations

## Public Activities Branch

This branch develops, promotes and controls the use of NCC parks and open spaces for recreation, interpretation, conservation, cultural activities and special events. It also administers Gatineau Park; develops heritage activities; and implements the public relations program of the Commission to promote national understanding and awareness of the capital area to Canadians and other visitors.

## Manuals

- NCC Traffic and Property Regulations
- Fish and Games Acts for Ontario and Québec
- Criminal Codes

## Property Branch

This branch is responsible for the acquisition and disposal of real property to enable the Commission to carry out its mandate and achieve its programs. It also engages in leasing, property management, development and redevelopment of revenue-producing properties either on an interim or permanent basis. The branch manages properties throughout the National Capital Region, including the urban core, the Greenbelt and Gatineau Park. It carries out property planning functions and develops policies and strategies for real property acquisition, management and disposal. In addition, it administers the Commission's program of grants-in-lieu-of-taxes.

## Manuals

- Property Branch Manual
- Traffic and Property Regulations
- Federal, Provincial and Municipal Codes and Bylaws
- Specifications and Standards
- Safety Manual

## Planning Branch

This branch is responsible for planning policies and research on physical-spatial and socioeconomic issues within the National Capital Region; plans and guidelines for the development, conservation and improvement of the National Capital Region; and planning advice or assistance on long-term trends and prospects likely to have an impact on the National Capital Region.

## Manuals

- Federal, Provincial and Municipal Codes and Bylaws

## Finance and Administration Branch

This branch formulates and implements financial and administrative plans and policies and provides necessary services in support of the effective utilization of the Commission's human, financial and material resources.

## Classes of Records

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NCC/SEC-005 *Formerly Identified as:* NCC-10

### Corporate Management

*Description:* Recommendations, decisions and policies of the Commission and information on the external aid program to promote bilingualism in the National Capital Region. *Topics:* Minutes of the Commission, its advisory committees and internal management

meetings; appointments of commissioners and committee members; submissions to Treasury Board, the Governor-in-Council and Cabinet; corporate planning correspondence and legal agreements; grants and other assistance to municipalities, voluntary agencies and other organizations for purposes of translation, simultaneous interpretation and language training, and program evaluation. *Retrievability:* Files arranged by subject and organization. Minutes of the principal committees are arranged chronologically in bound volumes, several of which are in microform. *Storage Medium:* Executed legal agreements other than leases, easements and deeds are catalogued separately and microfilmed annually.

NCC/SEC-010 *Formerly Identified as:* NCC-20

### Government Liaison

*Description:* Information on consultation, particularly at the policy development level, with other governments and organizations in the National Capital Region and with other federal departments and agencies. An example is the planning of the Ontario Provincial Court building on Cartier Square, Elgin Street, Ottawa, by the Commission, the municipal government of Ottawa, the Regional Municipality of Ottawa-Carleton, and the provincial government. *Topics:* Liaison for land and property transactions; liaison for construction and maintenance of buildings, grounds and structures; development of legal agreements. *Retrievability:* Files arranged by subject.

NCC/SEC-015 *Formerly Identified as:* NCC-30

### Judicial Affairs

*Description:* Information on legal matters, particularly in litigation and property settlements. *Topics:* Legal aspects of land and property transactions; legal agreements; damage suits for and against the Commission; collection of accounts. *Retrievability:* Files arranged by subject. *Special Access Note:* Request for access to these files may be transferred to the Department of Justice.

NCC/DEB-020 *Formerly Identified as:* NCC-40

### Construction

*Description:* Information on NCC construction projects; also monitoring of projects cost-shared as a result of agreements with other levels of government in the National Capital Region such as the Rideau Area Project in Ottawa and public utilities in Ontario and Québec. *Topics:* Bridges, such as the Macdonald-Cartier bridge across the Ottawa River linking Ontario and Québec; buildings and grounds, such as the Mile of History, Sussex Drive, Ottawa; fencing along roadways and property boundaries; public utilities such as the Lynwood collector sewer in Ontario and the sewage treatment plant in the Québec portion of the National Capital Region; roadways, including scenic parkways, transitways and highway development; contracts and agreements. *Retrievability:* Files arranged by subject and municipal address. *Storage Media:* Microform, plans and drawings.

NCC/DEB-025 *Formerly Identified as:* NCC-50

### Design

*Description:* Information on the NCC design program and review of proposals for location, erection, alteration or extension of a building, structure or undertaking, including engineering works and landscape development on federal lands and properties in the National Capital Region. *Topics:* Architectural, landscape architectural and engineering design plans, proposals, studies, and contract and related documents; cost estimates for projects; standards and specifications. *Retrievability:* Files arranged by municipal address and property parcel number. *Storage Media:* Microform, plans and drawings.

NCC/DEB-030 *Formerly Identified as:* NCC-60

### Maintenance

*Description:* Information on the maintenance of NCC facilities and service buildings; government grounds including Parliament Hill and Rideau Hall; roads and parks (except Gatineau Park); open spaces under NCC jurisdiction; and horticultural maintenance. *Topics:* Road



## NATIONAL CAPITAL COMMISSION

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repairs, paving and striping; nursery operations; tree removal and planting; landscaping; park furniture and services; vehicle operations; snow removal; ice skating surfaces such as the Rideau Canal. *Retrievability:* Files arranged by subject and municipal address.

**NCC/PAB-035** *Formerly Identified as:* NCC-70

### **Gatineau Park**

*Description:* Information on the development of the Park, in accordance with the 1980 Gatineau Park Master Plan for a natural environment capable of sustaining a high quality of public use and promotion and maintenance of public recreational areas, facilities and programs. *Topics:* Conservation of natural features and wildlife; interpretation of natural and human history; recreation areas — beaches, camping, picnic grounds, sugar bush, trails and historical sites; maintenance — service buildings, grounds, roadways and utilities; public surveys; law enforcement and violation records. *Storage Media:* Microform, EDP, plans and drawings.

**NCC/PAB-040** *Formerly Identified as:* NCC-80

### **Recreation and Culture**

*Description:* Information on recreational and cultural activities, events and services for visitors and residents of the National Capital Region. *Topics:* Festivals — Winterlude, a celebration of Canadian winter; the Festival of Spring; and Canada Week; recreational facilities — garden plots, golf, skating, cycling, music-in-the-parks and the Astrolabe theatre; visual arts — sculptures, wall murals; permits and permission for cultural and private events in public spaces and for use of parkways.

**NCC/PAB-045** *Formerly Identified as:* NCC-90

### **Interpretation and Heritage**

*Description:* Information on interpretation, history, human and natural heritage activities; also events and services for visitors and residents informing them about the natural and human history of the National Capital Region. *Topics:* Interpretation centres and facilities; interpretation programs for the general public and groups; self-guided nature and human history trails; living history farm; restoration and preservation — historical sites, buildings, artifacts, exhibits and documents; ceremonies and celebrations such as the Rideau Canal's 150th anniversary and the Canada Canoe Festival. *Retrievability:* Files arranged by subject. *Special Access Note:* Heritage register catalogued separately by geocode number.

**NCC/PAB-050** *Formerly Identified as:* NCC-100

### **Public Affairs**

*Description:* Public information and services on the National Capital area for Canadians and foreign visitors. *Topics:* Guided bus and walking tours to points of interest in the National Capital Region; reservation service and itineraries for touring Parliament; Rideau Hall; the Royal Canadian Mint; museums and other points; accommodation in the NCC Hostel; Visitor Reception Centres and information kiosks; publicity programs; public enquiries; cross-Canada exhibits. *Retrievability:* Files arranged by subject. *Special Access Note:* The Telidon information system is provided at the Visitor Reception Centres, (see General Information). *Storage Medium:* Catalogue of photographs.

**NCC/PRB-055** *Formerly Identified as:* NCC-110

### **Property Negotiations and Management**

*Description:* Information on the acquisition, management and disposal of lands and properties to meet the direct accommodation of federal requirements, the provision of parks and open space, transportation rights-of-way and control and direction of urban development by the NCC. *Topics:* Negotiations and transactions for the acquisition of real properties — purchase, expropriation, transfer, exchange; disposal of real properties; documentation for the transfer of real property and the granting of easements, licences of occupation, encroachments, road widenings, road alignments and the settlement of claims; inspection and maintenance requisitions — construction,

repair, alteration and maintenance of buildings and structures, including wells, septic systems, water and sewers; correspondence with lessees concerning tenant satisfaction and compliance with lease terms; Grants-in-lieu-of-taxes to municipalities. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Media:* Ongoing microfilming program and EDP (property system).

**NCC/PRB-060** *Formerly Identified as:* NCC-120

### **Property Development**

*Description:* Recommendations on the suitability or availability of NCC lands and properties for public, semi-public or private purposes; also information on municipal land use and zoning proposals affecting federal properties. *Topics:* Land-use inventories; review and comments on land-use requests for easements; licences of occupation and rights-of-way on federal properties; land use aspects of approved development master plans. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Medium:* Ongoing microfilming program.

**NCC/PRB-065** *Formerly Identified as:* NCC-130

### **Property Leasing**

*Description:* Information on negotiations and arrangements for the leasing of federal lands and properties for industrial, commercial, agricultural, recreational and residential purposes and promotion of entrepreneurial activities. *Topics:* Leasing of a wide variety of properties — heritage buildings, apartments, single-family homes, farms, offices, commercial establishments, institutional facilities and land for recreational and other purposes; proposals and assessments of prospective tenants; leases and covenants; inspection and maintenance; property tenant records and rental collection system. *Retrievability:* Files arranged by property parcel number. *Storage Medium:* Ongoing microfilming program.

**NCC/PRB-070** *Formerly Identified as:* NCC-140

### **The Ottawa Greenbelt**

*Description:* Information on the development and administration of the Greenbelt — an area designed to meet the growing open-space needs of residents and visitors to the National Capital Region — and the maintenance of the productive areas and conservation values. *Topics:* Implementation of master plan and protection of natural resources and man-made structures; conservation and recreation activities; forest management and agreements; negotiations and leasing of rural and farm properties; approvals and rejections of land-use requests. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Ongoing microfilming program, EDP (property systems), plans and drawings.

**NCC/PRB-075** *Formerly Identified as:* NCC-150

### **Surveys and Mapping**

*Description:* Information on the surveying and mapping program to support the Commission's property, engineering, landscaping, construction and legal activities. *Topics:* Topographical mapping and mapping contracts throughout the National Capital Region; land surveys for engineering, landscaping and construction works; legal surveys of NCC properties and legal descriptions of lands; current title records system; aerial photography. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Maps, plans and drawings, aerial and other photographs.

**NCC/PLB-080** *Formerly Identified as:* NCC-160

### **Planning Policy and Research**

*Description:* Planning policies and professional planning advice to National Capital Commission branches and other levels of government. *Topics:* Planning the use of federally owned lands; accommodation of commercial and institutional activities of the private sector and other levels of government; physical-spatial and socioeconomic studies; transitways and interprovincial transit assistance. *Retrievability:* Files arranged by subject. *Special Access*

## NATIONAL CAPITAL COMMISSION

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*Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

NCC/PLB-085 *Formerly Identified as:* NCC-170

### **Regional and Urban Planning**

*Description:* Information on project planning to promote integrated physical development of the Ontario and Québec portions of the National Capital Region. *Topics:* Urban development plans for federal properties in the core area such as the Canlands; detailed land-use plans for specific federal land holdings required for a project; proposals by others affecting the use, development and tenure of federal lands; planning studies and master plans. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

NCC/FAB-090 *Formerly Identified as:* NO REFERENCE

### **Finance (New)**

*Description:* Information on financial planning and control, financial services and financial management systems. *Topics:* Finance and accounts generally; agreements; allotments and transfers; banks and banking; expenditures; fees, funds and grants; taxes; travel allowances and expenses; accounts payable and receivable; budgets and estimates; and audit generally. *Retrievability:* Files arranged by subject. *Storage Media:* Microform and EDP.

NCC/FAB-095 *Formerly Identified as:* NO REFERENCE  
**Personnel (New)**

*Description:* Information on personnel resources and career management. *Topics:* Classification of positions; employment and staffing; human resources; occupational health, safety and welfare; official languages; pension and insurance; salaries and wages; staff relations; training and development; and termination of employment. *Retrievability:* Files arranged by subject and position number.

NCC/FAB-100 *Formerly Identified as:* NO REFERENCE  
**Supply and Administrative Services (New)**

*Description:* This class covers administrative services; material management; and contract administration. *Topics:* Administration, generally; accidents; accommodation; procurement; equipment and supplies; furniture and furnishings; office appliances; vehicles; standards and specifications. *Retrievability:* Files arranged by subjects and contract number.

NCC/FAB-105 *Formerly Identified as:* NO REFERENCE  
**Systems (New)**

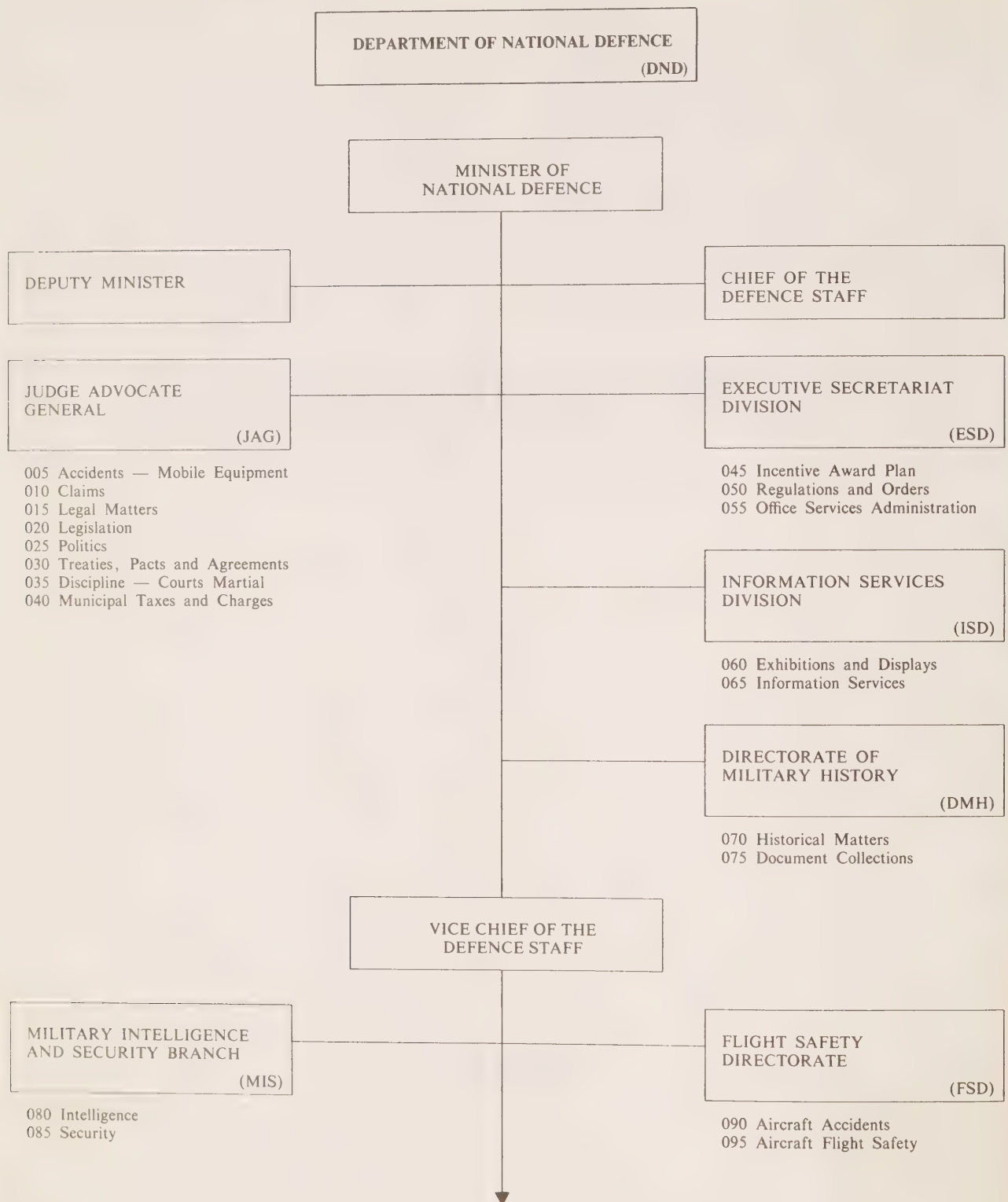
*Description:* Information on management advisory services; management information systems; and data processing services. *Topics:* Computer equipment; system design; programming; data processing; information management; records management and mail room services; and telecommunications. *Retrievability:* Files arranged by subject. *Storage Media:* EDP and microfilm.

# **DEPARTMENT OF NATIONAL DEFENCE**

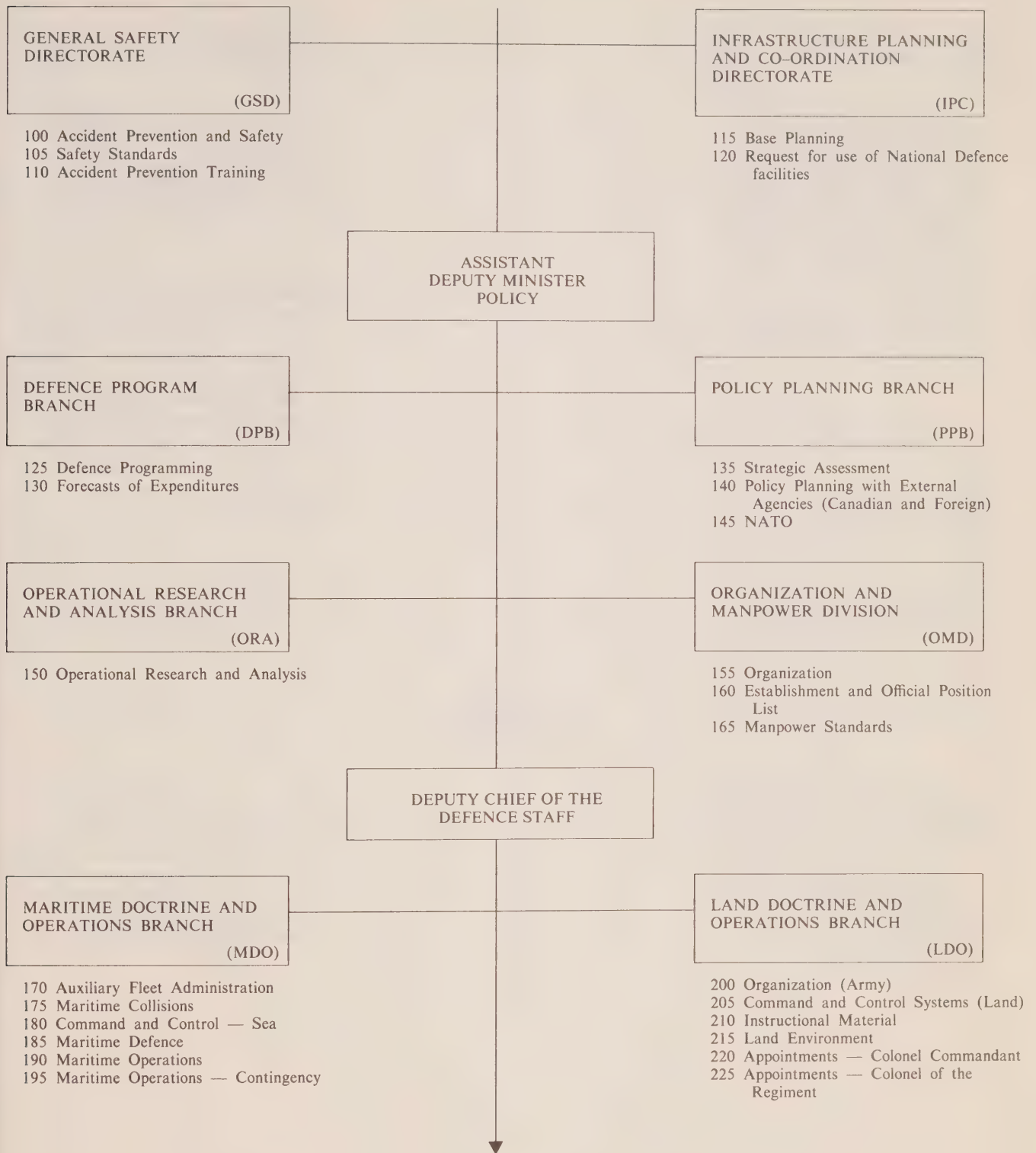
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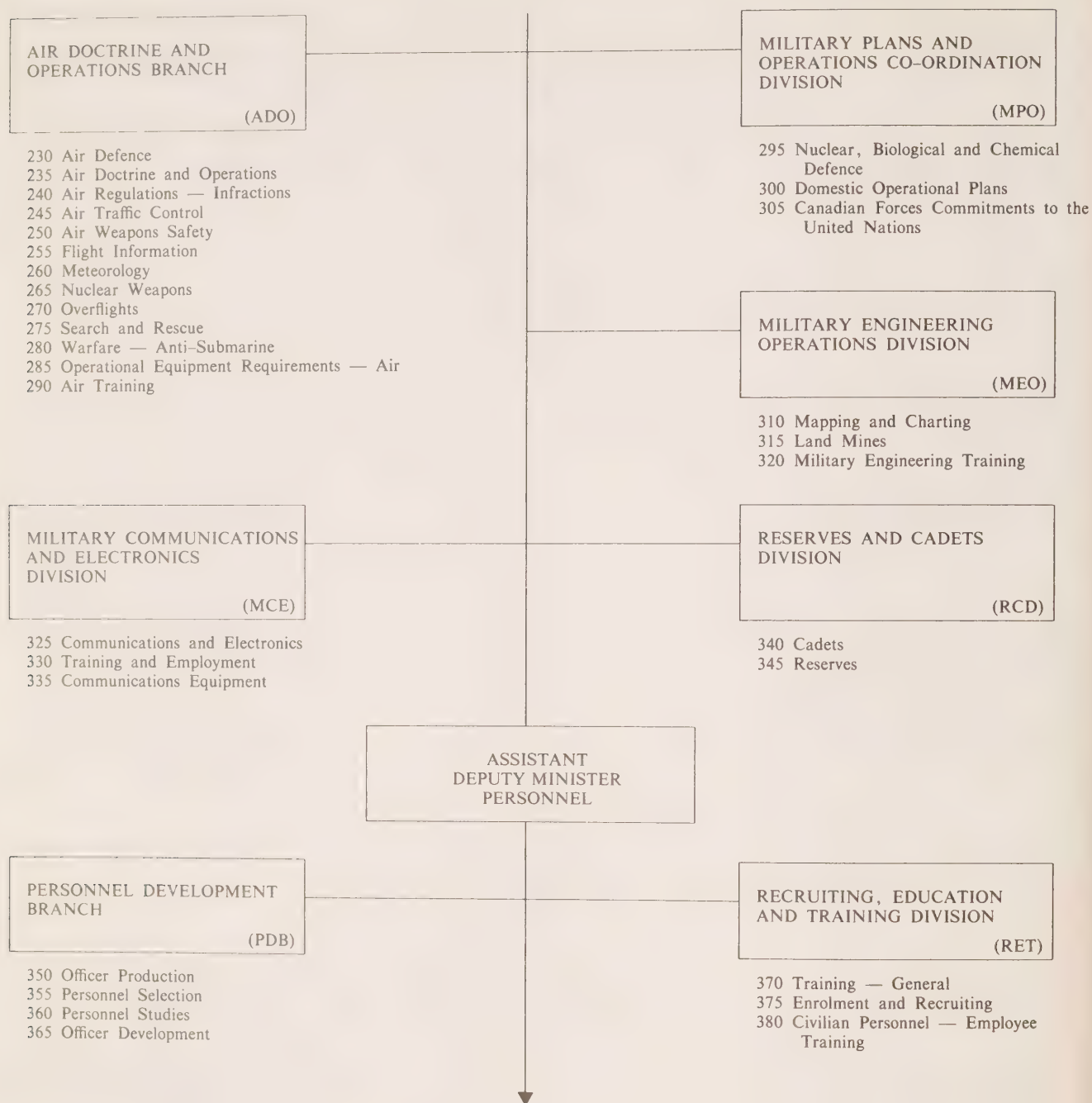
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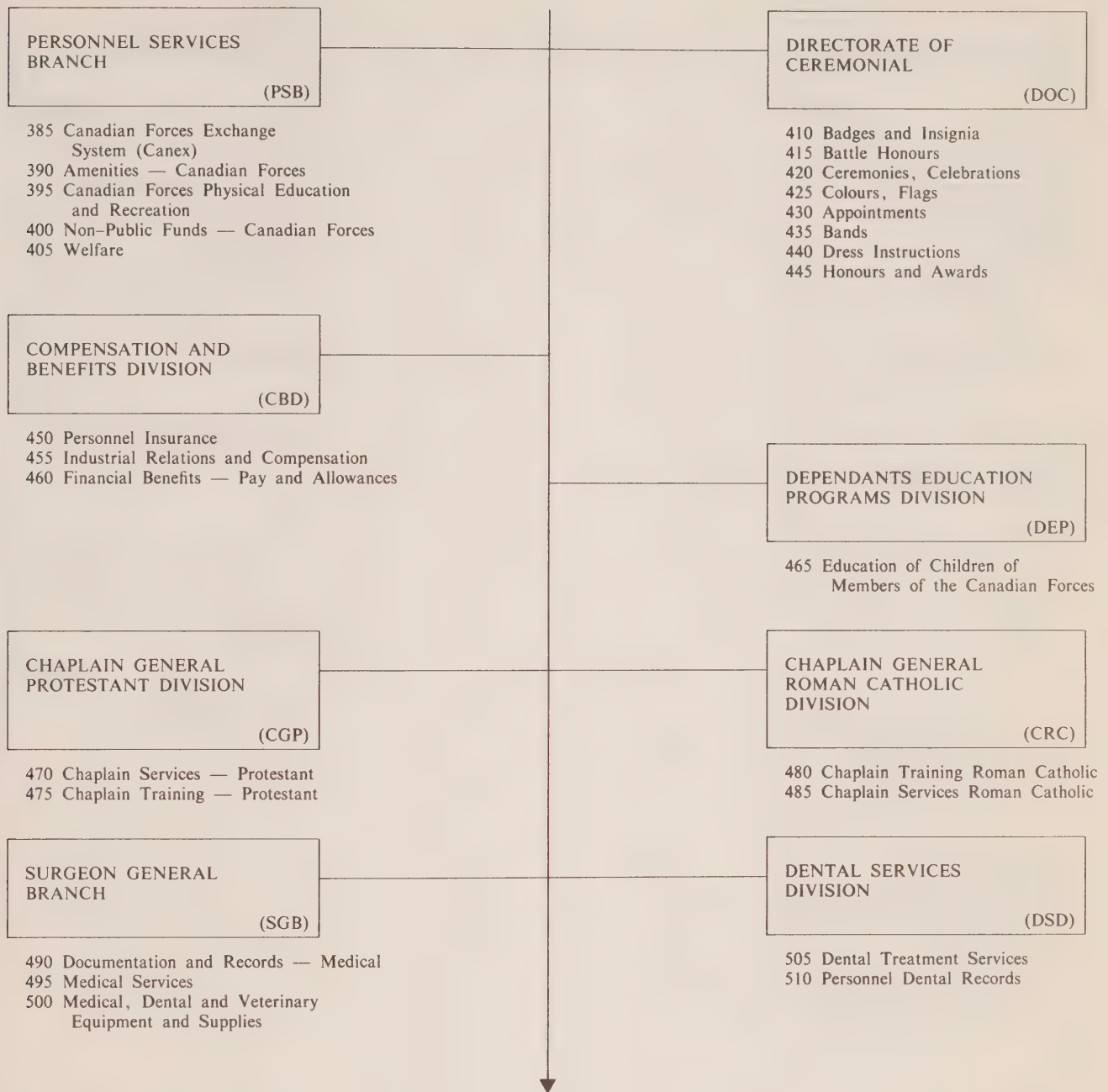


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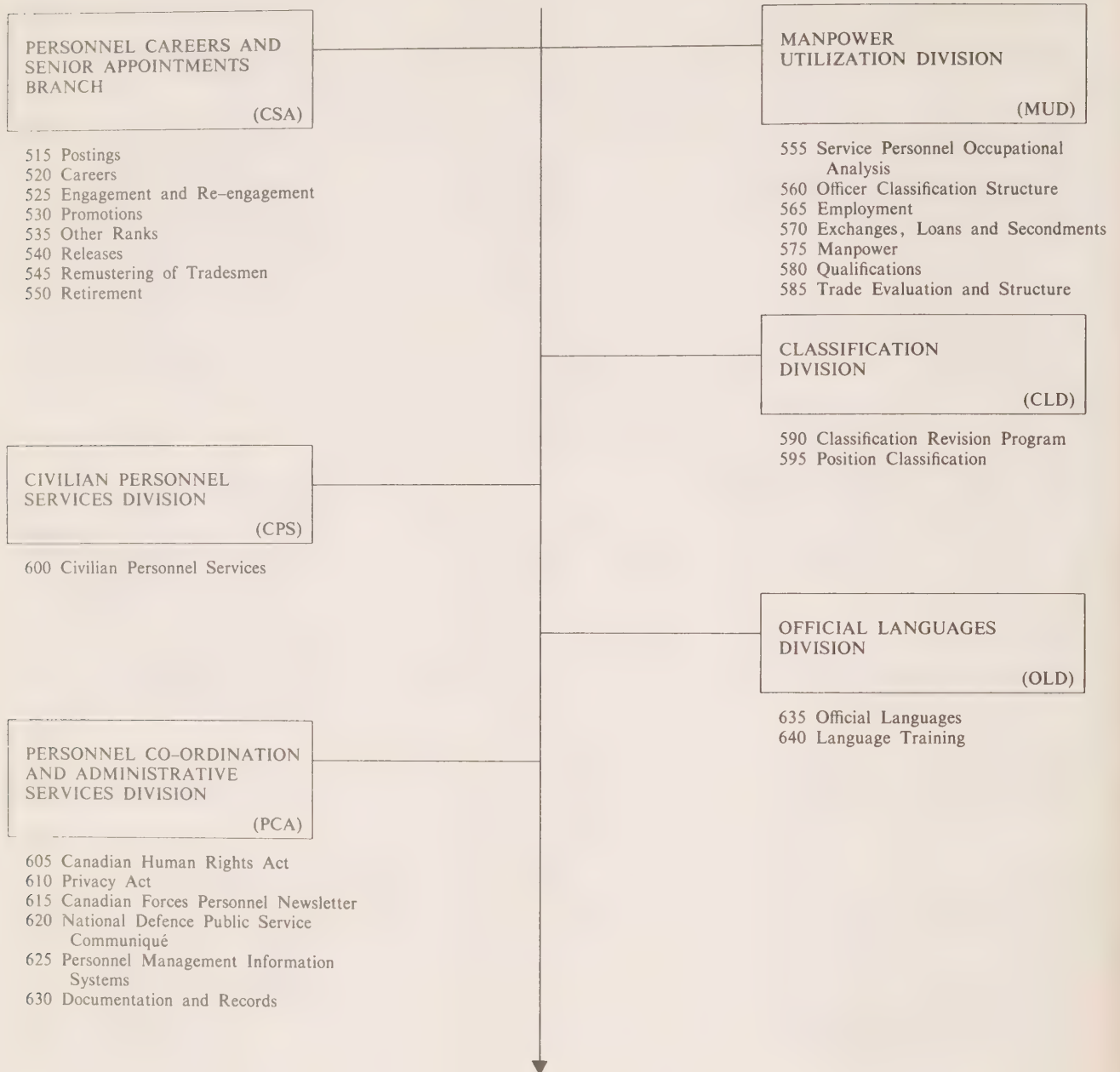




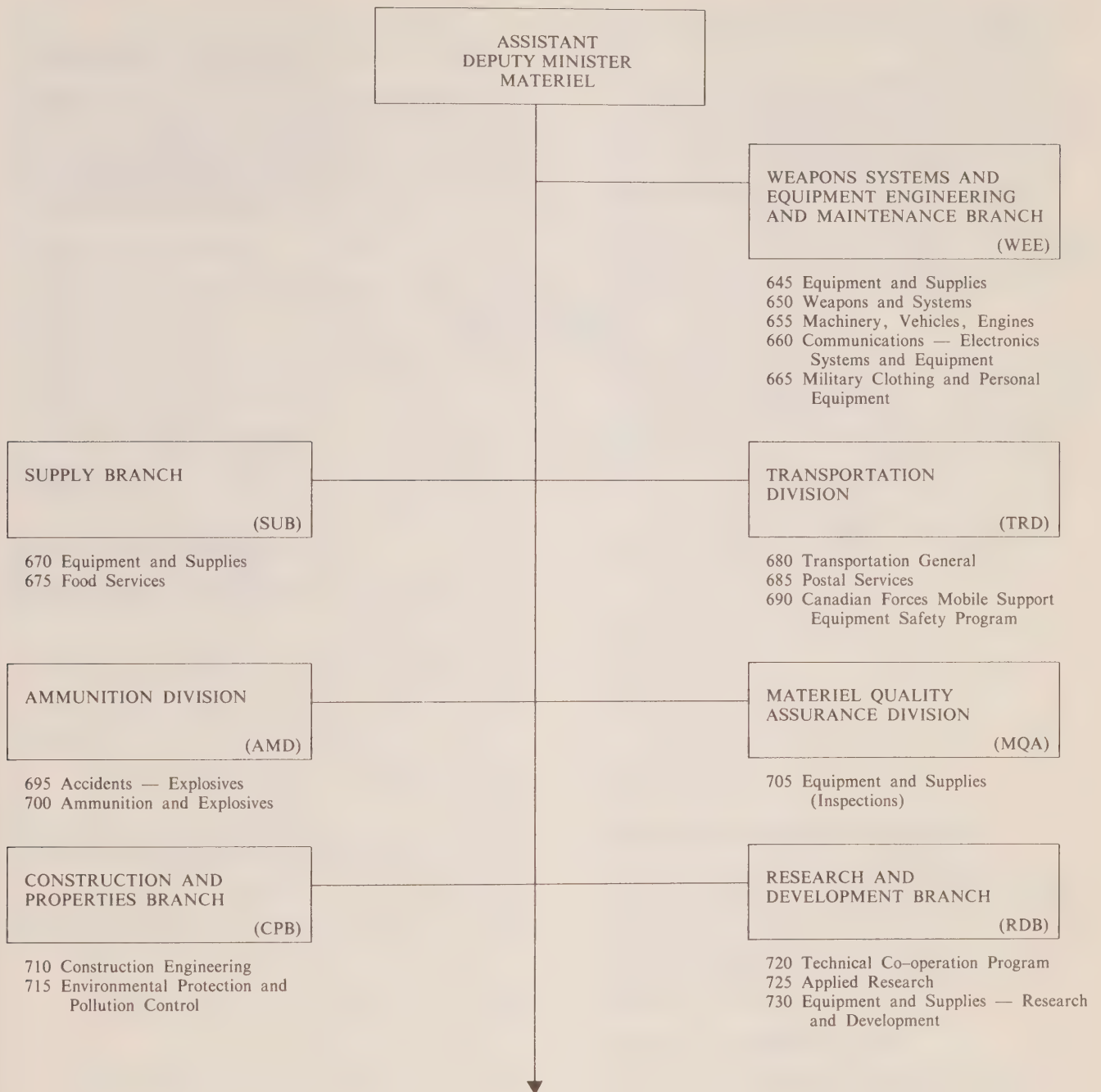
## DEPARTMENT OF NATIONAL DEFENCE



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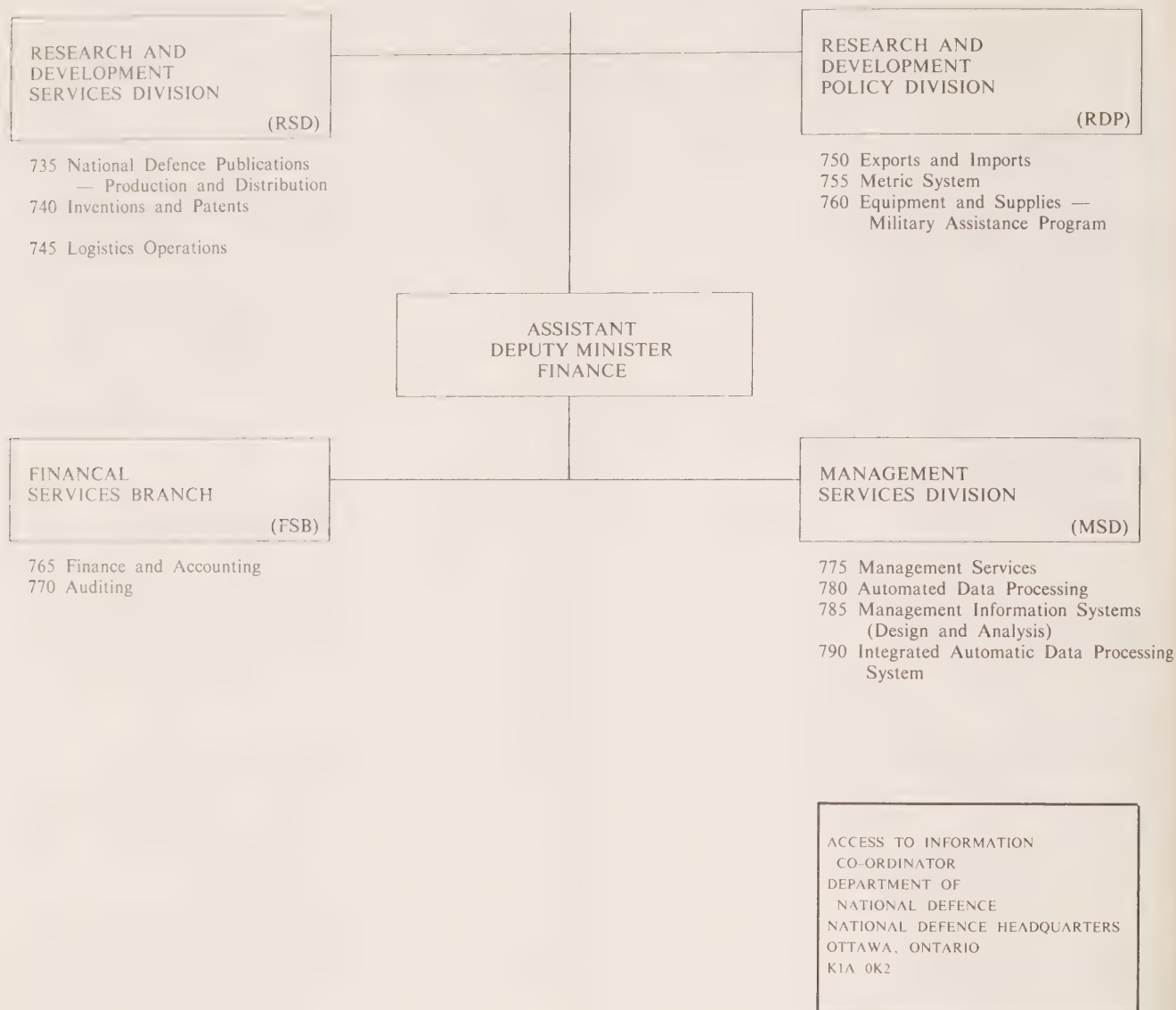


# DEPARTMENT OF NATIONAL DEFENCE





# DEPARTMENT OF NATIONAL DEFENCE



# DEPARTMENT OF NATIONAL DEFENCE

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## Background

The role and function of the Department of National Defence, and its principal component, the Canadian Armed Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace. The evolution of the Canadian Armed Forces is thus an ongoing modernization process reacting to ever-changing world conditions and itself changing from time to time to address perceived threats to Canada's security.

## Laws and Regulations

The Minister of National Defence is the designated minister for the following Acts of Parliament:

- Canadian Forces Superannuation Act, Revised Statutes of Canada (R.S.C.)
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970
- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport.

## Overall Responsibilities

The basic roles and responsibilities of the Department may be summarized as follows:

- To supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction; to assist civilian authorities in the event of emergency or disaster; to provide search and rescue services; and to contribute to national development.
- To enhance the security of Canada against military threat by co-operating with the United States in the defence of North America.
- To enhance the security of Canada by co-operating in collective defence measures under the North Atlantic Treaty.
- To promote international stability, both by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations.
- To provide effective control, management, and administration of all activities of the Department and the Canadian Armed Forces.
- To provide the services necessary to ensure adequate supply and technical support for the Department and the Canadian Armed Forces.
- To provide all levels of training for the Canadian Armed Forces.
- To maintain and advance Canadian scientific and technological knowledge and analytical capability for defence.

## Major Publications

The bilingual publication entitled *Defence Canada* is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and highlight departmental activities during the preceding year.

## Register of Information Sources and Manuals by Activity

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfill its functions, it is impracticable to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

## Access Procedures

The Department of National Defence and the Canadian Armed Forces process formal requests under the *Access to Information Act* through a central agency. Requests are channelled to the Access to Information Co-ordinator whose staff initiates and monitors the action required to provide a response.

Informal requests from the public and media for information on departmental programs and activities may be directed to any one of the many offices of information listed in the Government of Canada publication Index to Federal Programs and Services. Requests for information may also be directed to National Defence Headquarters, Ottawa, Ontario, K1A 0K2. Telephone: (613) 992-7147.

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Department of National Defence  
National Defence Headquarters  
Ottawa, Ontario  
K1A 0K2  
Telephone: (613) 996-6696

### General Enquiries

(613) 992-4581

### Media Enquiries

(613) 996-2353

### Departmental Library

(613) 996-0831

## Office of the Judge Advocate General

The office provides legal advice to the Department and the Canadian Armed Forces and oversees a system of courts and justice applicable to all members of the Canadian Armed Forces and to civilians subject to the code of service discipline under Section 55 of the *National Defence Act*. The office also administers and settles damage and injury claims by and against the Department; administers the service estates of all deceased members of the Canadian Armed Forces; and administers the Service Pension Board.

## Executive Secretariat Division

The division is responsible for providing and managing administrative services to ensure the effective functioning of the Department in general, and National Defence headquarters in particular. This includes providing departmental administrative support such as library services, records management services, personnel identification services, and National Defence headquarters accommodation management services. The division also provides departmental policy co-ordination and review, and secretarial support for senior management meetings. The director general of this division is the corporate secretary for the Department of National Defence.

### Manuals

- Queen's Regulations and Orders for the Canadian Forces
- Canadian Forces Administrative Orders

# DEPARTMENT OF NATIONAL DEFENCE

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- Department of National Defence Administrative and Staff Procedures Manual — Administrative Procedures for National Defence Headquarters

## Information Services Division

The division provides advice and guidance to the minister, deputy minister, chief of defence staff, commanders, and managers on public information and communications matters in support of National Defence and Canadian Armed Forces policies, objectives, programs and activities. It also plans, conducts, and evaluates information programs for groups within and outside the Department; provides the public and media with the maximum amount of information on defence consistent with national and international security; and arranges Canadian Armed Forces participation in exhibitions and displays. The division maintains a working relationship with communications agencies of federal, provincial, and allied governments.

## Directorate of Military History

The directorate's main function is the production of official histories of the Canadian Armed Forces. The directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Armed Forces, and provides historical research facilities.

## Vice Chief of the Defence Staff

### Military Intelligence and Security Branch

The branch develops policies and plans for the management of National Defence intelligence and security resources; produces and disseminates timely defence intelligence; controls the activities of Canadian Forces attachés and advisers; is the point of contact for foreign military attachés and advisers accredited to Canada; and provides security services to the Department.

#### Manuals

- Security Orders for the Canadian Forces Manual

### Flight Safety Directorate

The directorate makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This includes identifying hazardous areas of Canadian Armed Forces air operations and support functions; developing and monitoring the flight safety program; reviewing aircraft occurrences for trend analysis; providing educational information; participating in the development of new aviation resources; conducting flight safety surveys at civil contractor facilities; and exchanging flight safety information with other military and civilian agencies, solely for accident prevention purposes.

#### Manuals

- Flight Safety for the Canadian Forces Manual
- Occurrence Investigation Techniques Manual

### General Safety Directorate

The directorate is responsible for overall development, co-ordination, and administration of the Department's general safety program and for advising on general safety accident experience, risk and loss control management, and policy for occupational health.

#### Manuals

- DND General Safety Program Manual
- DND General Safety Standards Manual

- DND General Safety Precautions Manual

### Infrastructure Planning and Co-ordination Directorate

The directorate is responsible for co-ordinating base planning activities within the Department. It prepares base planning guidelines; monitors the implementation of base development plans; plans for joint use and occupancy of Canadian Armed Forces bases by civil authorities and foreign military powers; provides advice to other staff agencies on base planning matters; and co-ordinates civil use of military airfields.

## Assistant Deputy Minister Policy

### Defence Program Branch

The branch develops and maintains the defence program management systems; controls and reviews the defence services program; analyzes options to meet the Department's capability goals; reviews and guides the management of major projects; and prepares the defence services program forecast.

#### Manuals

- Defence Program Management Systems Guidance Manual

### Policy Planning Branch

The branch is responsible for originating and advising on policy matters; evaluating strategic developments; developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities; and co-ordinating policy planning with external agencies, in particular with NATO.

### Operational Research and Analysis Branch

The branch directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

### Organization and Manpower Division

The division is responsible for generating departmental organizational policy, procedures, structures, changes, and orders; identifying total military and civilian manpower requirements with the Department, both current and future; controlling military rank and occupational code structures; developing and maintaining the official position list of continuing civilian employees; controlling the casual person-year allocation; developing and maintaining manpower scales and standards; managing the on-site manpower evaluation program; and producing and maintaining unit establishment documents.

#### Manuals

- Organization and Establishment Manuals
- Volume I — Concept for the Canadian Forces (to be renamed)
- Volume II — Establishment Policy and Procedures
- Volume III — Establishment Criteria
- National Defence Headquarters Organization Book
- Unit Identification Code Manual
- Official Position List

## Deputy Chief of the Defence Staff

### Maritime Doctrine and Operations Branch

The branch is responsible, within National Defence headquarters, for the development of maritime policy and doctrine relating to force



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structure; capability requirements; equipment requirements; contingency plans; operational employment; resource management; staffing; training standards; and the policy for training and employment of the naval reserve.

### Manuals

- Maritime Strategy Study (1970-2000) Manual
- Maritime Force Development Guide Manual
- Maritime Commander's Operational Planning Guidance Manual

### Land Doctrine and Operations Branch

The branch is responsible for army future force development; doctrine (material taught); force structuring; operational training and planning; equipment requirements; and scaling of equipment.

### Manuals

- Army Doctrine Manuals
- Army Future Force Development Manual
- Army Logistics Guide
- Army Field Scales Manual
- Army Field Force Equipment Tables
- Army Ammunition Staff Tables
- Helicopter Operating Instructions (Army) Manual

### Air Doctrine and Operations Branch

The branch is responsible for all air force matters, including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This branch also advises on air reserve employment and training policy, and provides representation to meet national and international liaison and representational requirements.

### Manuals

- Canadian Forces Nuclear Safety and Inspection Orders Manual
- Search and Rescue Orders and Procedures Manual

### Military Plans and Operations Co-ordination Division

The division aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The director general, military plans and operations applies a National Defence headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the division acts as a focal point for operational training and activity planning by assigning and monitoring operations of the Canadian Armed Forces and co-ordinating Canadian Armed Forces activities on standardization agreements and equipment requirements for nuclear, chemical, and biological defence operations.

### Manuals

- Current National Operational Defence Plans
- Provision of Services to Non-Defence Agencies Manual
- Nuclear, Biological and Chemical Training Manuals

### Military Engineering Operations Division

The division acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve Forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource

management processes; and meets national and international liaison and representational requirements.

### Manuals

- Engineers in Battle Manual

### Military Communications and Electronics Division

The division is responsible for providing communications and electronics support to National Defence by directing or co-ordinating all military communications and electronics matters. This includes co-ordinating communications for exercises and operations; communications security; communications plans and requirements; the management of radio frequencies; co-ordination of international military communications matters; and electronic warfare.

### Manuals

- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual
- Management of the Radio Frequency Spectrum Manual
- Land Forces Combat Development Committee Study on Combat Communications (1986-1995) Manual

### Reserves and Cadets Division

The division is responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components; operational information; structuring and development; operational training; equipment acquisition; and the implementation of National Defence headquarters reserve policy. The division also provides advice on departmental support to cadet programs sponsored by the navy, army, and air cadet leagues.

### Manuals

- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve
- Queen's Regulations and Orders for the Canadian Cadet Organizations

### Assistant Deputy Minister Personnel

#### Personnel Development Branch

The branch is responsible for developing personnel policies; officer training and education; and for conducting research in these areas. The branch is also responsible for the effective overview and administration of special research, planning, and development studies.

#### Manuals

- Personnel Selection Services Manual
- Manual of Recruiting

#### Recruiting, Education, and Training Division

The division is responsible for the development and implementation of policy with regard to Regular and Reserve Force recruiting and selection, and individual training and education of military and civilian members of the Department.

#### Personnel Services Branch

The branch is responsible for originating, developing, and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Armed Forces

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members, their dependents, and resident Department civilian employees. The branch administers all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. The branch also monitors conditions of service as experienced by service members and their dependents, and operates the National Defence dependants school system.

### Manuals

- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Canadian Forces Mess Administration Manual
- Administration and Operation of Physical Education and Recreation Programs Manual
- Canadian Forces Dress Manual

### Compensation and Benefits Division

The division is responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments who require special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

### Dependants Education Programs Division

The division is responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants school system. This includes teacher establishments and salary agreements; the attendance of children at municipal schools on payment of school fees; and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Armed Forces serving in Canada and abroad.

### Chaplain General Protestant Division

The division is responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Armed Forces personnel and dependents. This includes the implementation of ecclesiastical and military policy, as it affects the ministry of chaplains, to members of the forces and their dependents; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on chaplain service in the forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

### Manuals

- Contemporary Hymn Book
- Working Resources Manual, Chaplains' Handbook

### Chaplain General Roman Catholic Division

The division is responsible for upholding and fostering spiritual values and the pastoral care of Catholic service personnel and dependents. In addition, the division recommends and implements ecclesiastical and military policy as it affects the ministry of chaplains, and administers programs that provide a comprehensive pastoral ministry to meet the

needs of service personnel and their dependents. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic military vicar of the Canadian Armed Forces.

### Manuals

- Chaplain Handbook (Roman Catholic)

### Surgeon General Branch

The branch is responsible for the organization and administration of the Canadian Armed Forces medical services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans, and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Armed Forces requirements.

### Manuals

- Canadian Forces Medical Orders
- Canadian Forces Health Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Medical Standards for the Canadian Forces Manual
- Environmental Standards for Canadian Forces Medical Services Laboratories Manual
- Canadian Forces Laboratory Manual
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

### Dental Services Division

The division is responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Armed Forces and, in certain areas, their dependents and other civilians. This includes providing treatment along with the necessary accommodation, equipment and supplies; preparing the related budget; co-ordinating command and dental unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; and maintaining liaison and representing the Canadian Armed Forces with dental services of other nations, with federal and provincial dental associations, and educational agencies in Canada.

### Manuals

- Canadian Forces Dental Orders
- Canadian Forces Catalogue of Dental Supplies
- Manual of Preventive Dentistry

### Personnel Careers and Senior Appointments Branch

The branch is responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; administering honorary military appointments.

### Manuals

- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks



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## Manpower Utilization Division

The division is responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements; ensuring that personnel requirements, establishments, and actual strengths are harmonized within approved policies and budgets; allocating military manpower resources within staffing priorities to fill established positions; preparing, and subsequently controlling, annual personnel estimates for military and civilian personnel pay and allowances, salaries, wages, and pension contributions required by the Department; and forecasting and controlling military posting and removal expenses. The division is also responsible for determining the occupational analysis requirements for the Canadian Armed Forces.

### Manuals

- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Manual of Officers' Classification Structure

## Classification Division

The division is responsible for the administration and application of the classification system to all Department civilian employees. In addition, the division handles employees' classification grievances; audits regional classification offices; and develops policies, directives, methods and procedures.

### Manuals

- Manager's Classification Handbook

## Civilian Personnel Services Division

The division is responsible for developing policies and plans, and implementing programs, for recruitment, promotion, transfer, career management, and lay-off of departmental civilian employees; for implementing and maintaining a complete departmental civilian personnel administrative service; for representing the Department in the development of government-wide policies and programs in all of these personnel areas; and for providing advice to senior military and civilian officials on personnel administration matters.

### Manuals

- Civilian Personnel Administrative Orders

## Personnel Co-ordination and Administrative Services Division

The division is responsible for the administrative functions of the departmental personnel management information systems; investigation of and replies to personnel enquiries and complaints including those under the provisions of the *Canadian Human Rights Act* and the *Privacy Act*; publication of personnel newsletters for both military and civilian personnel; and records management services for personnel and fatal casualties records.

### Manuals

- Personnel Management Information System Manual

## Official Languages Division

The division is responsible for the development of all departmental official languages policies, both military and civilian, while ensuring that they are in accordance with the *Official Languages Act*, government policies, and the requirements of the Department. This includes the responsibility to evaluate, monitor, and amend existing policies; and formulate, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the division identifies the language requirements of all

civilian positions; maintains an automated information system on civilian personnel; and schedules their language training.

### Manuals

- Official Languages Plan (Military)
- Official Languages Plan (Civilian)
- Manual for the Identification of Language Requirements of Military Positions
- Administrative and Staff Procedures (Volume 5) Military Terminology — Part one: Military Lexicon; Part two: Military Glossary

## Assistant Deputy Minister Materiel

### Weapons Systems and Equipment Engineering and Maintenance Branch

The branch is responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian Armed Forces. These functions are effected through project managers and life cycle materiel managers organized in maritime, aerospace, land and communications, electronics engineering, and maintenance divisions.

### Manuals

- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

### Supply Branch

The branch is accountable for the provision of materiel for the Canadian Armed Forces.

### Manuals

- Canadian Forces Catalogue of Materiel
- Supply Policy Manual
- Supply Instructions Manual
- Warehousing Manual
- Packaging and Preservation Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Processing of Invoices Manual
- Maintainability — Equipment Maintainability Requirements (Land) Manual

## Transportation Division

The division is responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of transportation and postal services, and the management of the Department's vehicle accident prevention program.

### Manuals

- Transportation Manual
- Canadian Forces Postal Services Manual
- The Transportation of Explosives & Other Dangerous Materials by Military Aircraft Manual
- Drivers' Regulations Manual
- Snow and Ice Control Manual



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## Ammunition Division

The division is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and co-ordination for their implementation.

## Materiel Quality Assurance Division

The division is responsible for planning and directing departmental quality assurance policies and activities; compiling and publishing Canadian qualified products lists; maintaining surveillance over defence contractors, and departmental manufacture and repair facilities; systems of quality control and inspection; establishing and ensuring the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensuring the quality of materiel being procured for the Department of National Defence, other government departments, and foreign governments as required.

### Manuals

- Manual of Department of National Defence Quality Assurance Management

## Construction and Properties Branch

The branch is responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities; implementing approved programs; managing real property and utility services; co-ordinating the disposal of surplus real property and facilities; formulating related policies; and providing the necessary control and guidance for their application.

### Manuals

- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

## Research and Development Branch

The branch is responsible for the formulation and conduct of the departmental research and development program. It participates in the formulation and implementation of departmental policies for research and development activities; controls and directs the operation of the defence research establishments; and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

### Manuals

- Research and Development Manual

## Research and Development Services Division

The division exercises control over the administrative functions for those units of the Canadian Armed Forces permanently allocated to the assistant deputy minister materiel; provides administrative support to the defence research establishments; provides documentation and discussion papers for review; administers the departmental inventions and patents program; and co-ordinates the departmental logistics operations.

## Research and Development Policy Division

This division is responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment; marketing defence equipment; and for participating in all aspects of national and

international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the division co-ordinates export permits, memoranda of understanding, and metric conversion.

## Research and Development Operations Division

This division is responsible for the planning, control, and operation of research and development in the maritime, land, air and communications elements, as well as the field of human performance.

## Assistant Deputy Minister Finance

### Financial Services Branch

The branch is responsible for controlling and co-ordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system; effective internal controls over funds and assets; effective accounting systems, procedures and practices; the interpretation and communication of financial policies and procedures; the provision of costing, military pay, superannuation administration and financial services; and the operation of the Department's financial information system.

### Manuals

- Financial Administration Manual
- Cost Factors Manual

### Audit Division

The role of the division within the Department of National Defence is to advise management on the adequacy, efficiency, and effectiveness of the Department's management control framework (including controls over military operations) in facilitating the economic, efficient, and effective achievement of departmental objectives.

### Manuals

- DND Manual of Internal Audit

## Management Services Division

This division is responsible for controlling the administration of departmental management consulting services; providing a departmental forms management program; and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the division directs the analysis and design of departmental information systems.

### Manuals

- Manual of Management Consulting Services
- Automated Data Processing Policies and Procedures Manual

## Classes of Records

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DND/JAG-005 *Formerly Identified as:* ND-10

### Accidents — Mobile Equipment

*Description:* Information on Department mobile equipment accidents involving possible liabilities by or for the Crown. *Topics:* File on each accident. *Retrievability:* By subject and motor vehicle number. *Special Access Note:* Permission of individual involved in particular accident or Department vehicle number required.

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DND/JAG-010 *Formerly Identified as:* ND-20

### **Claims**

*Description:* Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims — general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. *Special Access Note:* Permission of individual to whom claim applies is required.

DND/JAG-015 *Formerly Identified as:* ND-30

### **Legal Matters**

*Description:* Information dealing with settlements pertaining to legal matters. *Topics:* General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Armed Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel — drivers of Department vehicles; outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

DND/JAG-020 *Formerly Identified as:* ND-40

### **Legislation**

*Description:* Information dealing with legislation and legislative acts related to the Department. *Topics:* Legislative acts; and *Canadian Forces Superannuation Act*.

DND/JAG-025 *Formerly Identified as:* ND-50

### **Politics**

*Description:* Information dealing with elections in relation to Canadian Armed Forces electors, public service electors, and dependent electors.

DND/JAG-030 *Formerly Identified as:* ND-60

### **Treaties, Pacts and Agreements**

*Description:* Information on the administration, by the Department of National Defence, of treaties, pacts and agreements. *Topics:* Treaties, pacts, agreements.

DND/JAG-035 *Formerly Identified as:* ND-70

### **Discipline — Courts Martial**

*Description:* Information on the administration of Department of National Defence Courts Martial. *Special Access Note:* Permission of individual to whom the Court Martial refers is required.

DND/JAG-040 *Formerly Identified as:* ND-80

### **Municipal Taxes and Charges**

*Description:* Information dealing with the administration of Department of National Defence municipal taxes and charges. *Topics:* General correspondence on municipal taxes and charges.

DND/ESD-045 *Formerly Identified as:* ND-90

### **Incentive Award Plan**

*Description:* Information dealing with the administration of the Department's incentive award plan. *Topics:* Suggestion, merit, long service, and outstanding achievement award programs. *Special Access Note:* Permission of individual to whom the award was made is required.

DND/ESD-050 *Formerly Identified as:* ND-100

### **Regulations and Orders**

*Description:* Information on regulations and orders in the Department. *Topics:* Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders.

DND/ESD-055 *Formerly Identified as:* ND-110

### **Office Services Administration**

*Description:* Information dealing with administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking.

DND/ISD-060 *Formerly Identified as:* ND-120

### **Exhibitions and Displays**

*Description:* Information on Department and Canadian Armed Forces participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day.

DND/ISD-065 *Formerly Identified as:* ND-130

### **Information Services**

*Description:* This class covers aspects of information and public affairs activities. *Topics:* Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files.

DND/DMH-070 *Formerly Identified as:* ND-140

### **Historical Matters**

*Description:* Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment.

DND/DMH-075 *Formerly Identified as:* ND-150

### **Document Collections**

*Description:* Information on almost all activities of the Canadian Armed Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Retrievability:* Subject and accession number, source, author, or title.

DND/MIS-080 *Formerly Identified as:* ND-160

### **Intelligence**

*Description:* Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

DND/MIS-085 *Formerly Identified as:* ND-170

### **Security**

*Description:* Information dealing with security, education, and information within the Canadian Armed Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

DND/FSD-090 *Formerly Identified as:* ND-180

### **Aircraft Accidents**

*Description:* Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Armed Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Armed Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents — general; returns and summaries; aircraft of other countries; investigations; Canadian Armed Forces and Transport Canada co-ordination; and salvage and wreckage recovery. *Special Access Note:* Aircraft designator and serial number required.



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DND/FSD-095 *Formerly Identified as:* ND-190

### **Aircraft Flight Safety**

*Description:* Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards.

DND/GSD-100 *Formerly Identified as:* ND-200

### **Accident Prevention and Safety**

*Description:* Information dealing with the administration of the Department's general safety program. *Topics:* Standards and precautions; and occupational health and safety.

DND/GSD-105 *Formerly Identified as:* ND-210

### **Safety Standards**

*Description:* Information on general safety standards and precautions.

DND/GSD-110 *Formerly Identified as:* ND-220

### **Accident Prevention Training**

*Description:* Information dealing with the administration of the Department's general safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel.

DND/IPC-115 *Formerly Identified as:* ND-230

### **Base Planning**

*Description:* Information dealing with base planning and development. *Topics:* Base closures; base consolidations; and base openings.

DND/IPC-120 *Formerly Identified as:* ND-240

### **Request for use of National Defence Facilities**

*Description:* Information dealing with the civil use of Department of National Defence aerodromes. *Topics:* Requests; authorization; and co-ordination.

DND/DPB-125 *Formerly Identified as:* ND-250

### **Defence Programming**

*Description:* Information related to the planning, programming, budgeting, and managing of the defence services program. *Topics:* The control and identification of all defence activities.

DND/DPB-130 *Formerly Identified as:* ND-260

### **Forecasts of Expenditures**

*Description:* Information related to government expenditures and the expenditure management system. *Topics:* Forecasts of expenditures for all defence services program activities.

DND/PPB-135 *Formerly Identified as:* ND-270

### **Strategic Assessment**

*Description:* The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends.

DND/PPB-140 *Formerly Identified as:* ND-280

### **Policy Planning with External Agencies (Canadian and Foreign)**

*Description:* Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy.

DND/PPB-145 *Formerly Identified as:* ND-290

### **NATO**

*Description:* Information on the North Atlantic Treaty Organization. *Topics:* NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review.

DND/ORA-150 *Formerly Identified as:* ND-300

### **Operational Research and Analysis**

*Description:* Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research — land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic.)

DND/OMD-155 *Formerly Identified as:* ND-310

### **Organization**

*Description:* Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

DND/OMD-160 *Formerly Identified as:* ND-320

### **Establishment and Official Position List**

*Description:* Policy guidance, procedures, and correspondence files dealing with Canadian Armed Forces establishments and the civilian official position list. *Topics:* Canadian Armed Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports.

DND/OMD-165 *Formerly Identified as:* ND-330

### **Manpower Standards**

*Description:* Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria.

DND/MDO-170 *Formerly Identified as:* ND-340

### **Auxiliary Fleet Administration**

*Description:* Correspondence on the administration of the auxiliary fleet. *Topics:* General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel.

DND/MDO-175 *Formerly Identified as:* ND-350

### **Maritime Collisions**

*Description:* Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps.

DND/MDO-180 *Formerly Identified as:* ND-360

### **Command and Control — Sea**

*Description:* Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

DND/MDO-185 *Formerly Identified as:* ND-370

### **Maritime Defence**

*Description:* Correspondence on maritime defence. *Topics:* Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping.

DND/MDO-190 *Formerly Identified as:* ND-380

### **Maritime Operations**

*Description:* Correspondence on maritime operations. *Topics:* Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries — fisheries patrols.

DND/MDO-195 *Formerly Identified as:* ND-390

### **Maritime Operations — Contingency**

*Description:* Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization.



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DND/LDO-200 *Formerly Identified as:* ND-400

### **Organization (Army)**

*Description:* Information on development of force structure and unit establishments. *Topics:* Units and formations.

DND/LDO-205 *Formerly Identified as:* ND-410

### **Command and Control Systems — Land**

*Description:* Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada.

DND/LDO-210 *Formerly Identified as:* ND-420

### **Instructional Material**

*Description:* Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine.

DND/LDO-215 *Formerly Identified as:* ND-430

### **Land Environment**

*Description:* Information on the British Army Training Conference (training in Canada) and British exercises in Canada.

DND/LDO-220 *Formerly Identified as:* ND-440

### **Appointments — Colonel Commandant**

*Description:* Information on the appointment and activities of colonel commandants for branches of the Canadian Armed Forces.

DND/LDO-225 *Formerly Identified as:* ND-450

### **Appointments — Colonel of the Regiment**

*Description:* Information on the appointment and activities of colonels of the regiment of the Canadian Armed Forces regiments.

DND/ADO-230 *Formerly Identified as:* ND-460

### **Air Defence**

*Description:* Information on air defence as it applies to North America. *Topics:* Movement of aircraft; detection and tracking; and deployment of aircraft.

DND/ADO-235 *Formerly Identified as:* ND-470

### **Air Doctrine and Operations**

*Description:* Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

DND/ADO-240 *Formerly Identified as:* ND-480

### **Air Regulations — Infractions**

*Description:* Information on security identification zones, air regulations in general, and investigation of infractions.

DND/ADO-245 *Formerly Identified as:* ND-490

### **Air Traffic Control**

*Description:* Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas.

DND/ADO-250 *Formerly Identified as:* ND-500

### **Air Weapons Safety**

*Description:* Information on air weapons safety in general, as well as policy and investigations of accidents and incidents.

DND/ADO-255 *Formerly Identified as:* ND-510

### **Flight Information**

*Description:* Notices to airmen, danger and restricted areas, and annual air facility description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts.

DND/ADO-260 *Formerly Identified as:* ND-520

### **Meteorology**

*Description:* Information on all aspects of meteorology in the Canadian Armed Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing.

DND/ADO-265 *Formerly Identified as:* ND-530

### **Nuclear Weapons**

*Description:* Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

DND/ADO-270 *Formerly Identified as:* ND-540

### **Overflights**

*Description:* Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

DND/ADO-275 *Formerly Identified as:* ND-550

### **Search and Rescue**

*Description:* Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights.

DND/ADO-280 *Formerly Identified as:* ND-560

### **Warfare — Anti-Submarine**

*Description:* Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance.

DND/ADO-285 *Formerly Identified as:* ND-570

### **Operational Equipment Requirements — Air**

*Description:* Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement.

DND/ADO-290 *Formerly Identified as:* ND-580

### **Air Training**

*Description:* Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

DND/MPO-295 *Formerly Identified as:* ND-590

### **Nuclear, Biological and Chemical Defence**

*Description:* Information on the Canadian Armed Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Armed Forces. *Topics:* Equipment; and nuclear, biological and chemical training.

DND/MPO-300 *Formerly Identified as:* ND-600

### **Domestic Operational Plans**

*Description:* Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

DND/MPO-305 *Formerly Identified as:* ND-610

### **Canadian Forces Commitments to the United Nations**

*Description:* Canadian Armed Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

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DND/MEO-310 *Formerly Identified as:* ND-650

### **Mapping and Charting**

*Description:* Information on mapping and charting at the Department of National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues.

DND/MEO-315 *Formerly Identified as:* ND-660

### **Land Mines**

*Description:* Information on land mines and land mine warfare in the Canadian Armed Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

DND/MEO-320 *Formerly Identified as:* ND-670

### **Military Engineering Training**

*Description:* Information on military engineering training in the Canadian Armed Forces. *Topics:* General; officers; civilians; field engineers; structures; mechanical; and fire prevention.

DND/MCE-325 *Formerly Identified as:* ND-620

### **Communications and Electronics**

*Description:* Information dealing with communications and electronics in the Canadian Armed Forces. *Topics:* Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

DND/MCE-330 *Formerly Identified as:* ND-630

### **Training and Employment**

*Description:* Files dealing with the training and employment of communications personnel in the Canadian Armed Forces. *Topics:* Communication training, including security; electronic warfare; communications officer training and employment; and employment of communication personnel.

DND/MCE-335 *Formerly Identified as:* ND-640

### **Communications Equipment**

*Description:* Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment.

DND/RCD-340 *Formerly Identified as:* ND-680

### **Cadets**

*Description:* Information dealing with the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges. *Topics:* Cadet; and Cadets — Air, Army, Sea.

DND/RCD-345 *Formerly Identified as:* ND-690

### **Reserves**

*Description:* Information dealing with the administration, training, doctrine for employment, operational information, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves.

DND/PDB-350 *Formerly Identified as:* ND-700

### **Officer Production**

*Description:* Information on the policies and procedures for the production of officers. *Topics:* Regular officer training plan; officer candidate training plan; and the admission of women to military colleges.

DND/PDB-355 *Formerly Identified as:* ND-710

### **Personnel Selection**

*Description:* Information on personnel selection policies and standards. *Topics:* Personnel selection policies and standards; research and development of standards for selection of personnel;

second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards.

DND/PDB-360 *Formerly Identified as:* ND-720

### **Personnel Studies**

*Description:* Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as premature release, aircrew — future requirement (1976), and others.

DND/PDB-365 *Formerly Identified as:* ND-730

### **Officer Development**

*Description:* Information on officer development, education, training, and commissioning requirements. *Topics:* Officer professional development program; the granting of degrees; post commissioning — general; entry and initial training; staff courses — general; and staff college training requirements.

DND/RET-370 *Formerly Identified as:* ND-740

### **Training — General**

*Description:* Information on policy guidelines for co-ordinating training development activities in the Canadian Armed Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

DND/RET-375 *Formerly Identified as:* ND-750

### **Enrolment and Recruiting**

*Description:* Information dealing with enrolment and recruiting within the Canadian Armed Forces. *Topics:* Recruiting advertising; enrolment inquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females.

DND/RET-380 *Formerly Identified as:* ND-760

### **Civilian Personnel — Employee Training**

*Description:* General guidelines and correspondence files on civilian training within the Canadian Armed Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

DND/PSB-385 *Formerly Identified as:* ND-770

### **Canadian Forces Exchange System (CANEX)**

*Description:* Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support.

DND/PSB-390 *Formerly Identified as:* ND-780

### **Amenities — Canadian Forces**

*Description:* Information on the Canadian Armed Forces amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

DND/PSB-395 *Formerly Identified as:* ND-790

### **Canadian Forces Physical Education and Recreation**

*Description:* Information on the Canadian Armed Forces physical education and recreation programs. *Topics:* Policy; physical education and recreation — sports; and sports competitions and championships — national and international.



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DND/PSB-400 *Formerly Identified as:* ND-800

### **Non-Public Funds — Canadian Forces**

*Description:* Information on Canadian Armed Forces non-public funds. *Topics:* Canadian Armed Forces central funds; benevolent — welfare — trust and assistance funds; and public support to non-public funds.

DND/PSB-405 *Formerly Identified as:* ND-1020

### **Welfare**

*Description:* Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counselling, and social work services.

DND/DOC-410 *Formerly Identified as:* ND-810

### **Badges and Insignia**

*Description:* Information dealing with the badges and insignia of the Canadian Armed Forces. *Topics:* Badges and insignia for Canadian Armed Forces; commands; units; branches; ranks; and qualification.

DND/DOC-415 *Formerly Identified as:* ND-820

### **Battle Honours**

*Description:* Information dealing with battle honours.

DND/DOC-420 *Formerly Identified as:* ND-830

### **Ceremonies, Celebrations**

*Description:* Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations. *Topics:* Ceremonies and celebrations; centennials; and observance of special days.

DND/DOC-425 *Formerly Identified as:* ND-840

### **Colours, Flags**

*Description:* Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories.

DND/DOC-430 *Formerly Identified as:* ND-850

### **Appointments**

*Description:* Information dealing with military appointments. *Topics:* Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honorary.

DND/DOC-435 *Formerly Identified as:* ND-860

### **Bands**

*Description:* Information dealing with bands of the Canadian Armed Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

DND/DOC-440 *Formerly Identified as:* ND-870

### **Dress Instructions**

*Description:* Information on dress regulation and clothing requirements in the Canadian Armed Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

DND/DOC-445 *Formerly Identified as:* ND-880

### **Honours and Awards**

*Description:* Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations.

DND/CBD-450 *Formerly Identified as:* ND-890

### **Personnel Insurance**

*Description:* Information on policies and procedures for hospital and medical benefits to dependents of military personnel. *Topics:* Hospital and medical; medicare; service income security insurance plan; etc.

DND/CBD-455 *Formerly Identified as:* ND-900

### **Industrial Relations and Compensation**

*Description:* Information on military compensation and benefits in relation to comparable benefits available outside the military.

DND/CBD-460 *Formerly Identified as:* ND-910

### **Financial Benefits — Pay and Allowances**

*Description:* Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

DND/DEP-465 *Formerly Identified as:* ND-920

### **Education of Children of Members of the Canadian Forces**

*Description:* Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

DND/CGP-470 *Formerly Identified as:* ND-930

### **Chaplain Services — Protestant**

*Description:* Information on chapel and religious activities conducted for, or on behalf of, Canadian Armed Forces personnel and their dependents. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project.

DND/CGP-475 *Formerly Identified as:* ND-940

### **Chaplain Training — Protestant**

*Description:* Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Armed Forces personnel and their dependents. *Topics:* Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

DND/CRC-480 *Formerly Identified as:* ND-950

### **Chaplain Training — Roman Catholic**

*Description:* Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Armed Forces personnel and their dependents. *Topics:* Military training; indoctrinational courses; special courses; orientation courses; and reserve officer training.

DND/CRC-485 *Formerly Identified as:* ND-960

### **Chaplain Services — Roman Catholic**

*Description:* Information on church and religious activities conducted for, or on behalf of, Canadian Armed Forces personnel and their dependents. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism.

DND/SGB-490 *Formerly Identified as:* ND-970

### **Documentation and Records — Medical**

*Description:* Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-810 in the Personal Information Index.



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DND/SGB-495 *Formerly Identified as:* ND-980

### Medical Services

*Description:* Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions — tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation — industrial, pest control; laboratory services; medicine; medicine — aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

DND/SGB-500 *Formerly Identified as:* ND-990

### Medical, Dental and Veterinary Equipment and Supplies

*Description:* Information dealing with the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies — medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

DND/DSD-505 *Formerly Identified as:* ND-1000

### Dental Treatment Services

*Description:* Information on policy and statistics, and general information on provision of dental care in the Canadian Armed Forces dental services. *Topics:* General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

DND/DSD-510 *Formerly Identified as:* ND-1010

### Personnel Dental Records

*Description:* Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. *Retrievability:* Files arranged by name, rank and social insurance number. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-811 in the Personal Information Index.

DND/CSA-515 *Formerly Identified as:* ND-1030

### Postings

*Description:* Information on postings and transfers of Canadian Armed Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

DND/CSA-520 *Formerly Identified as:* ND-1040

### Careers

*Description:* Information dealing with career matters of Canadian Armed Forces personnel. *Topics:* Careers, officers; career development program, other ranks; and careers, men.

DND/CSA-525 *Formerly Identified as:* ND-1050

### Engagement and Re-engagement

*Description:* Information dealing with engagement and re-engagement of Canadian Armed Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve.

DND/CSA-530 *Formerly Identified as:* ND-1060

### Promotions

*Description:* Information dealing with promotions of Canadian Armed Forces personnel. *Topics:* Promotions, officers; and promotions, other ranks.

DND/CSA-535 *Formerly Identified as:* ND-1070

### Other Ranks

*Description:* Information dealing with ranks and rank structure of the Canadian Armed Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure.

DND/CSA-540 *Formerly Identified as:* ND-1080

### Releases

*Description:* Information dealing with releases of Canadian Armed Forces personnel. *Topics:* Policy; officers; and other ranks.

DND/CSA-545 *Formerly Identified as:* ND-1090

### Remustering of Tradesmen

*Description:* Information dealing with the remustering of Canadian Armed Forces personnel.

DND/CSA-550 *Formerly Identified as:* ND-1100

### Retirement

*Description:* Information dealing with retirement of Canadian Armed Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement.

DND/MUD-555 *Formerly Identified as:* ND-1110

### Service Personnel — Occupational Analysis

*Description:* Information dealing with miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Retrievability:* Military occupation code (MOC) numbers.

DND/MUD-560 *Formerly Identified as:* ND-1120

### Officer Classification Structure

*Description:* Information dealing with officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. *Retrievability:* Military occupation code (MOC) numbers.

DND/MUD-565 *Formerly Identified as:* ND-1130

### Employment

*Description:* Information on the employment of personnel in the Canadian Armed Forces. *Topics:* Military employment of personnel resources; and military reserves employment.

DND/MUD-570 *Formerly Identified as:* ND-1140

### Exchanges, Loans, and Secondments

*Description:* Information dealing with the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments.

DND/MUD-575 *Formerly Identified as:* ND-1150

### Manpower

*Description:* Information on manpower programming. *Topics:* Strength and attrition forecasts — officer training plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.

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DND/MUD-580 *Formerly Identified as:* ND-1160

### **Qualifications**

*Description:* Information dealing with the qualifications of officers and other ranks. *Topics:* Qualifications; requirements; and officers and other ranks. *Retrievability:* military occupation code (MOC) numbers.

DND/MUD-585 *Formerly Identified as:* ND-1170

### **Trade Evaluation and Structure**

*Description:* Information dealing with trade evaluation structure and specifications. *Retrievability:* Files arranged by military occupation code (MOC) numbers.

DND/CLD-590 *Formerly Identified as:* ND-1180

### **Classification Revision Program**

*Description:* General correspondence and document files on the classification audit program. *Topics:* The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Armed Forces Europe; classification grievances; and the classification audit program.

DND/CLD-595 *Formerly Identified as:* ND-1190

### **Position Classification**

*Description:* Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

DND/CPS-600 *Formerly Identified as:* ND-1200

### **Civilian Personnel Services**

*Description:* Information dealing with the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

DND/PCA-605 *Formerly Identified as:* ND-1210

### **Canadian Human Rights Act**

*Description:* Policy, guideline, and correspondence files on the relationship between the *Canadian Human Rights Act* and present and former military personnel or civilian employees of the Department of National Defence.

DND/PCA-610 *Formerly Identified as:* ND-1220

### **Privacy Act**

*Description:* Information on the *Privacy Act* with respect to present and former military personnel or civilian employees of the Department of National Defence. *Topics:* *Privacy Act* — policy; information banks; statistical returns; complaints and investigations; and enquiries.

DND/PCA-615 *Formerly Identified as:* ND-1230

### **Canadian Forces Personnel Newsletter**

*Description:* Information on the production, distribution, and subjects in the newsletter. *Topics:* Dissemination of information on Canadian Armed Forces personnel matters; letters to the editors; and production and distribution.

DND/PCA-620 *Formerly Identified as:* ND-1240

### **National Defence Public Service Communiqué**

*Description:* Information on the production, distribution, and subjects in the Communiqué. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

DND/PCA-625 *Formerly Identified as:* ND-1250

### **Personnel Management Information Systems**

*Description:* Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

DND/PCA-630 *Formerly Identified as:* ND-1260

### **Documentation and Records**

*Description:* Information on the requirement for documentation and records for Canadian Armed Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records. *Special Note:* See also banks DND/P-PE-837 and DND/P-PE-838 in the Personal Information Index.

DND/OLD-635 *Formerly Identified as:* ND-1270

### **Official Languages**

*Description:* Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan.

DND/OLD-640 *Formerly Identified as:* ND-1280

### **Language Training**

*Description:* Information on language training in the Department.

DND/WEE-645 *Formerly Identified as:* ND-1290

### **Equipment and Supplies (Engineering and Maintenance)**

*Description:* Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Armed Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. *Retrievability:* Subject, equipment name, contract number, catalogue number.

DND/WEE-650 *Formerly Identified as:* ND-1300

### **Weapons and Systems (Engineering and Maintenance)**

*Description:* Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

DND/WEE-655 *Formerly Identified as:* ND-1310

### **Machinery, Vehicles, Engines (Engineering and Maintenance)**

*Description:* Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. *Retrievability:* Class of main system and type.

DND/WEE-660 *Formerly Identified as:* ND-1320

### **Communications — Electronics Systems and Equipment (Engineering and Maintenance)**

*Description:* Correspondence, reports, scaling, and technical information on communications — electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.



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DND/WEE-665 *Formerly Identified as:* ND-1330

### **Military Clothing and Personal Equipment**

*Description:* Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing — individual equipment and insignia; outerwear — men's, women's; clothing, special purpose; underwear — men's, women's; footwear — men's, women's; hosiery; and badges and insignia.

DND/SUB-670 *Formerly Identified as:* ND-1340

### **Equipment and Supplies**

*Description:* Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables — Canadian Armed Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

DND/SUB-675 *Formerly Identified as:* ND-1350

### **Food Services**

*Description:* Information on the provision of food services in the Canadian Armed Forces. *Topics:* General; staff visits; and unit returns.

DND/TRD-680 *Formerly Identified as:* ND-1360

### **Transportation — General**

*Description:* Information dealing with the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

DND/TRD-685 *Formerly Identified as:* ND-1370

### **Postal Services**

*Description:* Information dealing with the Canadian Armed Forces postal service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

DND/TRD-690 *Formerly Identified as:* ND-1380

### **Canadian Forces Mobile Support Equipment Safety Program**

*Description:* Information dealing with the administration of the Canadian Armed Forces mobile support equipment safety program. *Topics:* Reports, returns and statistics; and competitions and awards.

DND/AMD-695 *Formerly Identified as:* ND-1390

### **Accidents — Explosives**

*Description:* Information on accidents and explosive hazards at the Department of National Defence. *Topics:* Accidents — explosives safety; shipboard magazines — explosive hazards; and accident reports.

DND/AMD-700 *Formerly Identified as:* ND-1400

### **Ammunition and Explosives**

*Description:* Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

DND/MQA-705 *Formerly Identified as:* ND-1410

### **Equipment and Supplies (Inspections)**

*Description:* Quality control inspection files. *Topics:* Quality control inspections — general, commodities, other countries, other government agencies, Canadian companies.

DND/CPB-710 *Formerly Identified as:* ND-1420

### **Construction Engineering**

*Description:* Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence. *Topics:* Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities.

DND/CPB-715 *Formerly Identified as:* ND-1430

### **Environmental Protection and Pollution Control**

*Description:* Information on environmental protection and pollution control within the Department of National Defence. *Topics:* Water, air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

DND/RDB-720 *Formerly Identified as:* ND-1440

### **Technical Co-operation Program**

*Description:* Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

DND/RDB-725 *Formerly Identified as:* ND-1450

### **Applied Research**

*Description:* Information on applied research and technology base activities and projects. *Topics:* Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology.

DND/RDB-730 *Formerly Identified as:* ND-1460

### **Equipment and Supplies — Research and Development**

*Description:* Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Armed Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

DND/RSD-735 *Formerly Identified as:* ND-1470

### **National Defence Publications — Production and Distribution**

*Description:* Information on documentation and drawing services (including the design production and management of the Department's publications).

DND/RSD-740 *Formerly Identified as:* ND-1480

### **Inventions and Patents**

*Description:* Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts.

DND/RSD-745 *Formerly Identified as:* ND-1490

### **Logistics Operations**

*Description:* Information on logistic contingency plans and procedures and co-ordination of logistics aspects of operations. *Topics:* Logistics operations — national and international, logistic policy and doctrine, and logistic systems evaluation.



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DND/RDP-750 *Formerly Identified as:* ND-1500

### **Exports and Imports**

*Description:* Information dealing with Department of National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits.

DND/RDP-755 *Formerly Identified as:* ND-1510

### **Metric System**

*Description:* Information on metric conversion at the Department of National Defence.

DND/RDP-760 *Formerly Identified as:* ND-1520

### **Equipment and Supplies — (Military Assistance Program)**

*Description:* Information on the military assistance program. *Topics:* Policy; general; Turkish T33 aid program; and Portuguese aid program. *Retrievability:* By country and subject. *Note:* Files dealing with specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environments.

DND/FSB-765 *Formerly Identified as:* ND-1530

### **Finance and Accounting**

*Description:* Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

DND/FSB-770 *Formerly Identified as:* ND-1540

### **Auditing**

*Description:* Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews.

DND/MSD-775 *Formerly Identified as:* ND-1550

### **Management Services**

*Description:* Information on management consulting services, projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. *Retrievability:* Fiscal year, file number, title of report, client.

DND/MSD-780 *Formerly Identified as:* ND-1560

### **Automated Data Processing**

*Description:* Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

DND/MSD-785 *Formerly Identified as:* ND-1570

### **Management Information Systems (Design and Analysis)**

*Description:* Automated management information systems. *Topics:* Automated data processing — general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

DND/MSD-790 *Formerly Identified as:* ND-1580

### **Integrated Automatic Data Processing System**

*Description:* Information on the system, and files on policy and planning.

## **Deleted Classes of Records**

ND-1410 Equipment and Supplies (Inspections)



# **NATIONAL ENERGY BOARD**

## **Chapter 61**



# NATIONAL ENERGY BOARD

## NATIONAL ENERGY BOARD

(NEB)

### FINANCIAL REGULATORY BRANCH

(FRB)

005 Rates and Tolls  
010 Accounting and Auditing  
015 Taxation and Duties  
020 Uniform Accounting Regulations  
for Oil and Gas  
025 Financial Reports

### PIPELINES ENGINEERING AND OPERATIONS BRANCH

(PEO)

060 Pipeline Development Projects  
065 Operation of Oil and Gas Pipelines  
070 Pipeline Incidents or Accidents  
075 Pipeline Associations and Committees  
080 Pipeline Construction

### OFFICE OF THE SECRETARY

(OOS)

095 Certificates, Licences and Orders  
100 Minutes of Meetings  
105 Parliamentary and Ministerial Enquiries

### ENVIRONMENT AND RIGHT- OF-WAY BRANCH

(ERW)

030 Environmental Aspects of  
Energy Development  
035 Environmental Implications of  
Oil and Gas Pipeline Operations  
040 Lands and Routing  
045 Environmental Incidents or  
Emergencies  
050 Environmental Associations  
and Committees  
055 Environmental Assessment, Surveillance  
and Monitoring

### SUPPORT SERVICES BRANCH

(SSB)

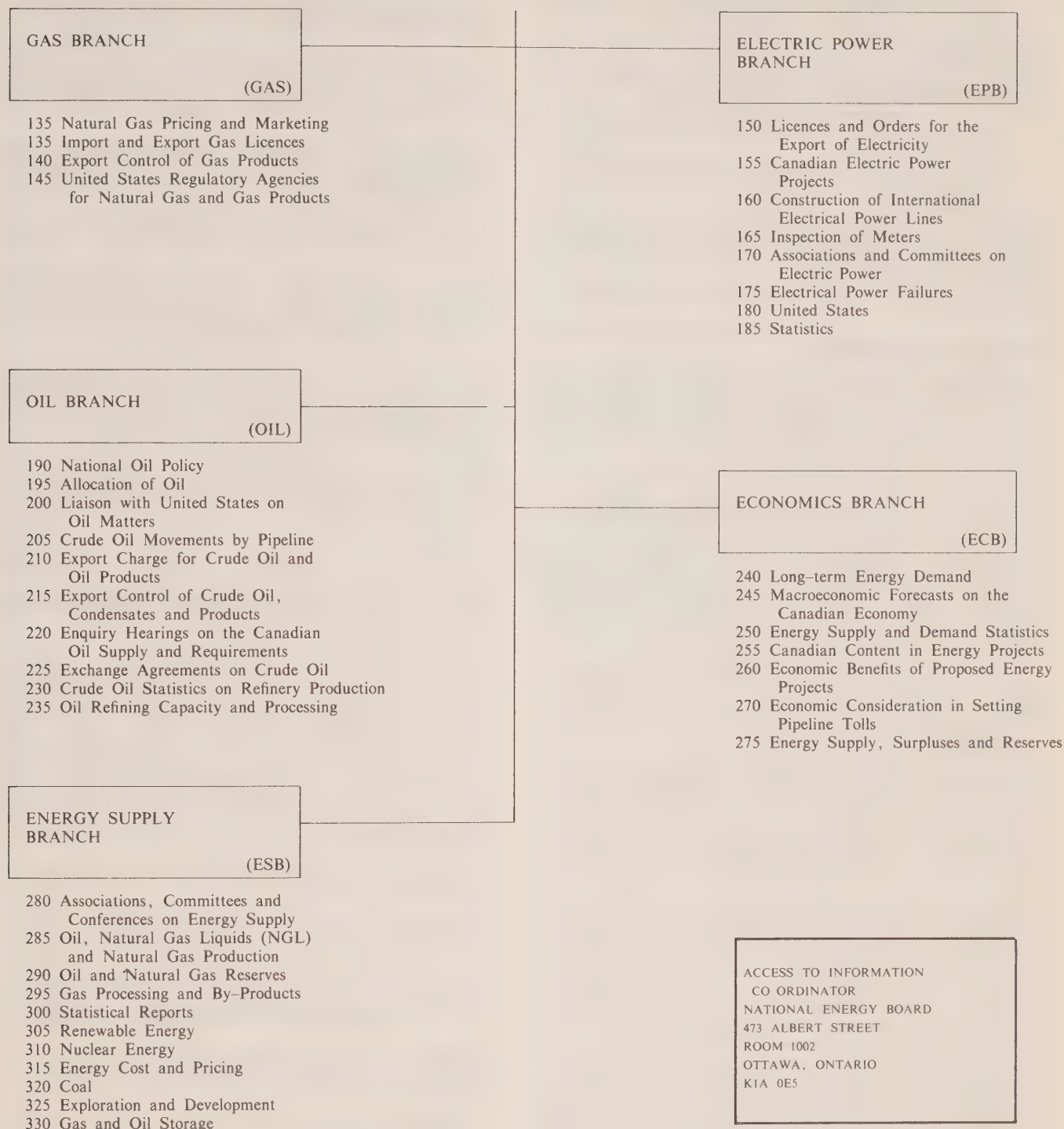
085 Public Hearing Process — Applications  
to the National Energy Board and  
Reasons for Decision  
090 Standing Panel Files

### LAW BRANCH

(LAW)

110 Legal Opinions  
115 Statutes and Regulations  
120 Legal Cases  
125 Litigation

# NATIONAL ENERGY BOARD



## Background

Under the *National Energy Board Act* of 1959 and subsequent amendments, the Board has two principal responsibilities:

- to regulate specific matters concerning oil, gas and electricity in the public interest, and
- to advise the government on the development and use of energy resources.

The Board, on its own initiative, may hold enquiries into a particular aspect of the energy situation and prepare reports for the government, Parliament, or the general public.

The Board also carries out studies and prepares reports at the request of the Minister.

## Overall Responsibilities

The *National Energy Board Act* requires the Board to take into consideration all relevant matters in considering applications for export authorizations. It must satisfy itself that the quantities of energy do not exceed the surplus remaining, after allowing for reasonably foreseeable Canadian requirements.

The Board grants certificates to construct and operate interprovincial and international oil, gas, and petroleum products pipelines, and international electric power lines. Designated interprovincial electric power lines may, by order of the Governor-in-Council, come under the relevant provisions of the *National Energy Board Act*. Before a certificate is issued, the Board is required to hold a public hearing. As a result of amendments to the *National Energy Board Act* in 1983, new expropriation and compensation procedures have been created to govern the establishment of rights-of-way for pipelines and for international and designated interprovincial power lines. These changes provide an opportunity for those with lands which may be adversely affected to present their views at a local public hearing. The Board is then required to take into account the evidence presented before reaching a decision on the acceptability of the proposed detailed routing.

The Board may approve minor additions or modifications to existing pipeline systems without calling a public hearing. These are restricted to sections, branches, and extensions of pipelines less than 40 kilometres in length, and ancillary installations such as tanks, pumps, compressors, meter stations, and communications systems. The Board may also by order authorize the construction and operation of international power lines of a voltage not exceeding 50 kilovolts.

For reasons of safety, environmental protection and the maintenance of other utility services, no pipeline or power line may cross or be crossed by another utility without prior authorization of the Board. If a pipeline is to cross a navigable water or a railway, the Minister of Transport or the Canadian Transport Commission must give permission. Crossings by pipelines or power lines of the facilities of other utilities may only be made with the authorization of the Board after consideration of all the relevant information.

The Board's oil and gas pipeline regulations provide for the safe design, construction, and operation of pipelines under Board jurisdiction. To ensure high standards in the safety of pipeline construction and operation, the Board carries out inspection programs and conducts investigations and reviews of pipeline system performance.

The Board studies the potential environmental impact of the construction and operation of power lines and oil and gas pipelines to ensure that the environment is protected during all phases of a project. It takes into consideration the impact on permafrost terrain; erosion and siltation at water crossings; the impact on wildlife and

fish; preservation of archaeological sites; air emissions; noise; and the protection of agricultural soils.

The Board monitors socioeconomic action plans, conducts investigations, and reviews pipeline company performance where warranted. It has also issued guidelines for regional socioeconomic impact assessments of gas or oil pipeline projects.

The Board regulates the tolls and tariffs of pipeline companies under federal jurisdiction, to ensure that the tolls are just and reasonable and not discriminatory.

Under the *Energy Administration Act*, the Board administers the price of natural gas in interprovincial and export trade.

Under the *Northern Pipeline Act*, the Board's responsibilities relate mainly to financing and tariffs, approval of pipe specifications, granting of leave to open orders, and regulation of the operation of the Alaska natural gas transportation system.

The Board is a Court of Record. It holds public hearings where applicants and interested persons have full rights of participation in the language of their choice. The Board gives ample notice of the hearings and provides sufficient time for information requests to be answered.

The record of a proceeding is public. The only exception is when an applicant asks that price or contract conditions be kept confidential for competitive reasons, in which case the Board may do so for a limited period of time.

The Board publishes quarterly regulatory agendas which provide advance notice of forthcoming regulatory actions and information on the status of ongoing proceedings. It also publishes information bulletins on its activities and procedures.

When, after a public hearing, the Board decides to grant a certificate for a pipeline or a power line, or issue a licence for the export of natural gas or electricity, the import of natural gas, or the export of oil, for a period exceeding one year, it reports its decision to the Governor-in-Council through the Minister of Energy, Mines and Resources. If a certificate is approved, it is then issued by the Board. In the case of export/import licence applications, those issued by the Board go into effect on approval by the Governor-in-Council. If the Board refuses an application, it is not subject to referral to the Governor-in-Council.

Decisions on tolls and tariffs are made by the Board without reference to the Governor-in-Council.

The Board may review, rescind or change any order or decision made by it, or may hear any application again before deciding upon it. It may also change a certificate or licence issued by it, but no such change is effective until approved by the Governor-in-Council. Parties may apply to the Board requesting that an order or decision be reviewed, or a licence or certificate be amended.

A decision or order of the Board may be appealed to the Federal Court of Appeal, providing the appeal is based upon a point of law or jurisdiction.

The Board does not award costs to participants at its proceedings. However, in the case of detailed route hearings, the Board may establish the appropriate level of compensation to be paid to the landowner for costs associated with participation in the hearing.

## Access Procedures

Please direct formal requests under the *Access to Information Act* to



# NATIONAL ENERGY BOARD

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Secretary  
National Energy Board  
473 Albert Street  
Room 1002  
Ottawa, Ontario  
K1A 0E5  
Telephone: (613) 990-3167

## Office of the Executive Director

The Executive Director is responsible for the day-to-day management of the Board, the acquisition and allocation of human and financial resources, and the efficiency and effectiveness of Board activities and operations.

## Personnel Branch

The branch is responsible for providing advice and service in the areas of personnel administration, official languages and security.

## Finance Branch

This branch provides advice and information on all matters pertaining to financial policies and practices. The branch plans, organizes and directs the development and implementation of the financial administration program for the Board, requiring the co-ordination of budgeting, forecasting, accounting, reporting and contracting functions.

### Manuals

- Policy and Procedures Manual — Finance

## Director General, Pipeline Regulation

The Director General, Pipeline Regulation is responsible for the integration of all staff activities with respect to the regulation of pipelines. This includes the planning and co-ordinating of all staff work affecting the regulation of oil and gas pipelines, and covers the design, construction, operation, safety, and environmental concerns under Part III of the *National Energy Board Act*, and matters with respect to traffic, tolls, and tariffs under Part IV of the *National Energy Board Act*.

## Financial Regulatory Branch

This branch has the prime responsibility for rates, tolls and tariffs, financial advice, and the audit of petroleum export charges and costs of transportation under specific areas of the *National Energy Board Act* and the *Energy Administration Act*. It is also responsible for auditing the accounts of pipeline companies under the Board's jurisdiction and for monitoring the financial performance of pipelines.

### Manuals

- Accounting Division Manual

## Environment and Right-of-Way Branch

This branch is responsible for the protection of the environment and the administration of land acquisitions for pipelines and international power lines. The branch assesses submissions from concerned landowners regarding the detailed route of those facilities, verifies the accuracy of right-of-way acquisitions, and evaluates the technical requirements related to third-party crossings of pipelines.

### Manuals

- An Aid to Effective Environmental Monitoring: The Environmental Issue List
- Environment of Surveillance Manual
- Right-of-Way Group Procedures Manual

## Pipelines Engineering and Operations Branch

This branch is principally responsible for pipeline certificates issued under the *National Energy Board Act* and for the regulation of all pipeline facilities under the Board's jurisdiction with respect to safety matters. The branch is the principal source of advice to the Board on capital and operating costs, engineering, and pipelines.

### Manuals

- Leave to Open Applications — procedure
- Procedures and Responsibilities — inspection activities, engineering
- Branch Staff at Construction Sites — training co-ordinator; spill incident reporting; construction progress reports
- Engineering Branch Input and Responsibilities of Assistant Directors in Handling Applications

## Support Services Branch

This branch provides administrative co-ordination of matters brought before the standing and hearing panels of the Board. The branch also provides library services, general administrative support services, and information technology services to the Board.

### Manuals

- General Guidelines for Processing Hearing Applications

## Information Technology Branch

This branch is responsible for computer systems services, word processing support, and data processing support to the Board, including consultative service on computer operations, data management, and program design and development. It also provides an advisory service on the latest information processing techniques and applications to meet the Board's needs.

## Office of the Secretary

The Office of the Secretary is the focal point for all formal contact with the Board by regulated companies, industry, and the general public. The office prepares and maintains custody of minutes, statutory documents, and other official Board records. The office also provides media and public relations services and administers the *Access to Information Act* and the *Privacy Act*.

### Manuals

- Introduction to International System of Units

## Law Branch

The branch is responsible for providing legal advice to the Board. Counsel represent the Board at public hearings and before the courts.

## Gas Branch

This branch is the focal point for all gas and gas product related regulatory activity, including the licensing of gas and gas products exports. The branch also monitors and controls all matters associated with the Board's obligations for the administration of domestic gas pricing under the *Energy Administration Act*. In addition, the branch plays a supportive role in all other regulatory activity with respect to gas and gas products.

## Electric Power Branch

The branch is responsible for electricity export licensing, international power line certification, and regulatory surveillance. The branch prepares supply and demand forecasts for electricity for use in dealing with electrical or other applications, reviews the United States market for electricity, and provides advice to the Board on matters relating to

# NATIONAL ENERGY BOARD

the production, transportation, sale, and exchange of electricity over which the federal government has jurisdiction.

## Oil Branch

This branch is responsible for providing advice in the general area of oil-related energy matters, crude oil and petroleum product exports, international oil exchanges, domestic crude oil disposition, questions of oil pricing, markets, processing, distribution, and the short-term balance of supply and demand for feedstocks and oil products.

## Director General, Energy Studies

The Director General, Energy Studies, is responsible for the effective co-ordination and synthesis of all matters relating to energy demand, supply, and surplus, in addition to coordinating major energy studies and enquiries respecting energy supply, demand and surplus under Part II of *National Energy Board Act*.

## Economics Branch

This branch advises the Board on economic and socioeconomic matters. Among other duties, the branch analyses the impact of proposed energy projects on the economy of Canada and its regions. It also considers the socioeconomic impact of such projects and assesses the extent to which Canadians will have an opportunity to participate in projects. The branch also maintains an energy statistics unit.

## Energy Supply Branch

This branch is responsible for advising the Board on matters of oil and gas exploration, drilling, and production. It forecasts trends in oil and gas supply from conventional, oil sands, synthetic, and frontier sources and it investigates the potential of new energy sources such as enhanced oil recovery, non-conventional gas, alcohols, coal conversion products, biomass, and solar energy. The branch independently calculates the reserves and productive capacity of oil and gas. The Calgary office of this branch is engaged in the calculation of reserves of individual oil and gas pools.

## Classes of Records

NEB/FRB-005 *Formerly Identified as:* NEB-340

### Rates and Tolls

*Description:* Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. *Topics:* Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. *Retrievability:* Files arranged by company and province. *Special Access Note:* Applications, transcripts and reasons for decision are held in the National Energy Board library.

NEB/FRB-010 *Formerly Identified as:* NEB-350

### Accounting and Auditing

*Description:* Accounting and auditing records and correspondence of pipeline companies under the Board's jurisdiction and of companies holding export licences. *Topics:* Rate of return; depletion allowance; auditing; financial arrangements; financial flowback; annual reports; uniform classification of accounts and document retention; export charge audits. *Retrievability:* Files arranged by subject and company.

NEB/FRB-015 *Formerly Identified as:* NEB-360

### Taxation and Duties

*Description:* Correspondence on taxation and duties. *Topics:* Discount cash flow; Department of Finance tariffs and duties; taxation measures; treatment of income taxes for rate-making purposes; income taxes; other taxes.

NEB/FRB-020 *Formerly Identified as:* NEB-370

### Uniform Accounting Regulations for Oil and Gas

*Description:* Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. *Topics:* U.S. data; interest during construction; retirement units; cost of service studies; depreciation; document retention; acts and legislation. *Retrievability:* Files arranged by subject, and oil and gas company.

NEB/FRB-025 *Formerly Identified as:* NEB-380

### Financial Reports

*Description:* All financial information on the different oil and gas companies such as earnings, expenses; also quarterly and annual financial reports.

NEB/ERW-030 *Formerly Identified as:* NO REFERENCE

### Environmental Aspects of Energy Development (New)

*Description:* Correspondence on oil, gas and electric power development. *Topics:* Arctic hydrocarbon transportation systems; Northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews — Federal Environmental Assessment and Review Office (FEARO). *Retrievability:* Files arranged by committee, project.

NEB/ERW-035 *Formerly Identified as:* NO REFERENCE

### Environmental Implications of Oil and Gas Pipeline Operations (New)

*Description:* Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities. *Topics:* Right-of-way conditions, gas plant emissions, tank farms, loading facilities, etc.

NEB/ERW-040 *Formerly Identified as:* NEB-590

### Lands and Routing (Revised)

*Description:* Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines. *Topics:* Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines. *Retrievability:* Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company.

NEB/ERW-045 *Formerly Identified as:* NO REFERENCE

### Environmental Incidents or Emergencies (New)

*Description:* Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment. *Topics:* Leaks, breaks, spillage, environmental impact, clean-up, restoration. *Retrievability:* Files arranged chronologically by incident and by pipeline company.

NEB/ERW-050 *Formerly Identified as:* NO REFERENCE

### Environmental Associations and Committees (New)

*Description:* Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies. *Topics:* Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters. *Retrievability:* Files arranged by association, committee, conference and pipeline company.



# NATIONAL ENERGY BOARD

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NEB/ERW-055 *Formerly Identified as:* NO REFERENCE

## **Environmental Assessment, Surveillance and Monitoring (New)**

*Description:* Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports. *Topics:* Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance; *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library.

NEB/PEO-060 *Formerly Identified as:* NEB-570

## **Pipeline Development Projects**

*Description:* Correspondence on Northern oil and gas development. *Topics:* Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. *Retrievability:* Files arranged by task force committee.

NEB/PEO-065 *Formerly Identified as:* NEB-580

## **Operation of Oil and Gas Pipelines**

*Description:* Correspondence on the operation and maintenance of pipelines. *Topics:* Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline.

NEB/PEO-070 *Formerly Identified as:* NEB-600

## **Pipeline Incidents or Accidents**

*Description:* Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. *Topics:* Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. *Retrievability:* Files arranged by pipeline and location of the leak, break, dent or buckle.

NEB/PEO-075 *Formerly Identified as:* NEB-610

## **Pipeline Associations and Committees**

*Description:* Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. *Topics:* Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. *Retrievability:* Files arranged by association, committee, conference and pipeline company.

NEB/PEO-080 *Formerly Identified as:* NEB-620

## **Pipeline Construction**

*Description:* Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. *Topics:* Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building,

parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines. *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library.

NEB/SSB-085 *Formerly Identified as:* NEB-50

## **Public Hearing Process — Applications to the National Energy Board and Reasons for Decision**

*Description:* Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision. *Topics:* Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. *Retrievability:* Files arranged by applicant, company and year. *Special Access Note:* Copies of applications and the Board's reasons for decision are held in the library.

NEB/SSB-090 *Formerly Identified as:* NO REFERENCE

## **Standing Panel Files (New)**

*Description:* Copies of documents considered at standing panel meetings, including applications on routine and non-routine matters, staff papers, and final documents approved by the panel including letters, regulatory instruments, etc. *Topics:* Certificates and orders — oil and gas pipelines and electric power lines; safety and environmental matters; tolls and tariffs of pipelines under the jurisdiction of the National Energy Board; licences and orders to export (and in some cases, to import) oil, gas, and electricity. *Retrievability:* The documents contained in the standing panel files are duplicated in the Board's subject files. The standing panel files are arranged by panel and by date of meeting and are retained for approximately two years. *Special Access Note:* Copies of some applications are held in the Board's library for six months after a decision has been rendered.

NEB/OOS-095 *Formerly Identified as:* NEB-10

## **Certificates, Licences and Orders**

*Description:* Originals of all certificates, licences and orders issued by the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders. *Special Access Note:* See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation).

NEB/OOS-100 *Formerly Identified as:* NEB-20

## **Minutes of Meetings**

*Description:* Official minutes of all meetings of the Board and officially constituted panels of the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines and electric power lines; licences to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, *Energy Administration Act*; *Northern Pipeline Act*; supply, demand, surplus of oil, gas and electric power. *Storage Medium:* Microfilm.

NEB/OOS-105 *Formerly Identified as:* NEB-30

## **Parliamentary and Ministerial Enquiries**

*Description:* Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. *Topics:* Parliamentary enquiries — may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible — certification of interprovincial and international oil and



# NATIONAL ENERGY BOARD

gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies.

NEB/LAW-110 *Formerly Identified as:* NEB-430

## Legal Opinions

*Description:* Legal opinions prepared by the branch for the purpose of giving advice to the Board. *Topics:* Duties and powers of the Board under the *National Energy Board Act*; Board jurisdiction; requirements of natural justice; interpretation of legislation.

NEB/LAW-115 *Formerly Identified as:* NEB-440

## Statutes and Regulations

*Description:* Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. *Topics:* *National Energy Board Act* and Regulations; *Energy Administration Act*; *Northern Pipeline Act*.

NEB/LAW-120 *Formerly Identified as:* NEB-450

## Legal Cases

*Description:* Decisions rendered by the courts that may affect the work of the Board. *Topics:* Administrative tribunals; American law; *Bill of Rights*; combines; *Pipeline Act*.

NEB/LAW-125 *Formerly Identified as:* NEB-460

## Litigation

*Description:* All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. *Topics:* Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings — reasons for decision; subpoenas. *Retrievability:* Files arranged by style of cause.

NEB/GAS-130 *Formerly Identified as:* NEB-390

## Natural Gas Pricing and Marketing

*Description:* Correspondence on marketing and pricing of natural gas and products, and reports of revenue flowback by gas or pipeline companies. *Topics:* Special market research; market value; propane and butane pricing; revenue flowback by gas and pipeline companies; *Petroleum Administration Act*, Part III (Domestic Gas Pricing). *Retrievability:* Files arranged by subject and gas or pipeline company.

NEB/GAS-135 *Formerly Identified as:* NEB-400

## Import and Export Gas Licences

*Description:* Applications and related correspondence for a licence to export or import natural gas, liquefied natural gas or liquefied petroleum gas and the interventions submitted by interested parties. *Topics:* Emergency orders to export natural gas and liquefied natural gas; licences to export and import natural gas, liquefied natural gas and liquefied petroleum natural gas; interventions; combined hearings (two or more companies applying jointly for a licence). *Retrievability:* Files arranged by subject, company and year of application.

NEB/GAS-140 *Formerly Identified as:* NEB-410

## Export Control of Gas Products

*Description:* Information on licences and applications for the export of gas products; also proceedings of the Gas Panel, which includes reports to the Board and approval of export orders. *Topics:* Policy; instructions to the applicants; auditing; forms of licences; proceedings of the Gas Panel; applications for licences; monitoring of export volumes and prices. *Retrievability:* Files arranged by subject and applicant company.

NEB/GAS-145 *Formerly Identified as:* NEB-420

## United States Regulatory Agencies for Natural Gas and Gas Products

*Description:* Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. *Topics:* Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply,

demand and storage; synthetic natural gas; gas rates; natural gas survey.

NEB/EPB-150 *Formerly Identified as:* NEB-60

## Licences and Orders for the Export of Electricity

*Description:* Company applications and supporting data for a licence or order to export electricity for a specific period of time. *Topics:* Application to export electricity in an emergency; to Canadian utilities. *Retrievability:* Files arranged by power company.

NEB/EPB-155 *Formerly Identified as:* NEB-70

## Canadian Electric Power Projects

*Description:* Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. *Topics:* Electric power projects and studies — Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation — power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. *Retrievability:* Files arranged by project or study.

NEB/EPB-160 *Formerly Identified as:* NEB-80

## Construction of International Electrical Power Lines

*Description:* Applications for certificates and supporting documents to construct or modify existing power lines. *Topics:* Policy; environmental guidelines; interventions filed by interested parties. *Retrievability:* Files arranged by power company.

NEB/EPB-165 *Formerly Identified as:* NEB-90

## Inspection of Meters

*Description:* Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines. *Retrievability:* Files arranged by power line certificate holder.

NEB/EPB-170 *Formerly Identified as:* NEB-100

## Associations and Committees on Electric Power

*Description:* Information on liaison with power transmission companies, associations and conferences on electrical matters. *Topics:* Reports on, and agendas of, meetings and conferences; associations; power and transmission companies. *Special Access Note:* Some files have been transferred to the Historical Branch of Public Archives Canada.

NEB/EPB-175 *Formerly Identified as:* NEB-110

## Electric Power Failures

*Description:* Information on selected electric power interruptions. *Topics:* Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965.

NEB/EPB-180 *Formerly Identified as:* NEB-120

## United States

*Description:* Information on liaison with American federal and state departments on mutual electric and atomic energy problems. *Topics:* Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power — failures, projects, shortages, rates and statistics.

NEB/EPB-185 *Formerly Identified as:* NEB-130

## Statistics

*Description:* Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. *Topics:* Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends. *Retrievability:* Files are arranged by

## NATIONAL ENERGY BOARD

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company and forecast. *Special Access Note:* Report on Ontario Hydro forecast of load and capacity is held in the Board library.

NEB/OIL-190 *Formerly Identified as:* NEB-470

### **National Oil Policy**

*Description:* Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. *Topics:* Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer — gasoline; control of movements across Ottawa Valley line; petrochemical industry — export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities.

NEB/OIL-195 *Formerly Identified as:* NEB-480

### **Allocation of Oil**

*Description:* Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.

NEB/OIL-200 *Formerly Identified as:* NEB-490

### **Liaison with United States on Oil Matters**

*Description:* Correspondence with United States federal government and agencies on oil matters. *Topics:* Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. *Retrievability:* Files arranged by subject under the United States block of files.

NEB/OIL-205 *Formerly Identified as:* NEB-500

### **Crude Oil Movements by Pipeline**

*Description:* Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. *Topics:* Pipeline capability — pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude.

NEB/OIL-210 *Formerly Identified as:* NEB-510

### **Export Charge for Crude Oil and Oil Products**

*Description:* Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. *Topics:* Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. *Retrievability:* Files arranged by subject and company.

NEB/OIL-215 *Formerly Identified as:* NEB-520

### **Export Control of Crude Oil, Condensates and Products**

*Description:* Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products, decisions and reports of the export panel. *Topics:* Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; proceedings of Export Panel. *Retrievability:* Files arranged by company.

NEB/OIL-220 *Formerly Identified as:* NEB-530

### **Enquiry Hearings on the Canadian Oil Supply and Requirements**

*Description:* Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. *Topics:* Public hearings — Canadian oil supply requirements; submissions by companies on reserves and demand. *Retrievability:* Files arranged by year of public hearing.

NEB/OIL-225 *Formerly Identified as:* NEB-540

### **Exchange Agreements on Crude Oil**

*Description:* Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence. *Topics:* Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. *Retrievability:* Files arranged by Canadian and United States oil companies.

NEB/OIL-230 *Formerly Identified as:* NEB-550

### **Crude Oil Statistics on Refinery Production**

*Description:* Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. *Topics:* Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. *Retrievability:* Files arranged by company. *Special Access Note:* Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies. *Storage Medium:* Computer disc or tapes.

NEB/OIL-235 *Formerly Identified as:* NEB-560

### **Oil Refining Capacity and Processing**

*Description:* Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. *Topics:* Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Québec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85.

NEB/ECB-240 *Formerly Identified as:* NEB-260

### **Long-term Energy Demand**

*Description:* Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. *Topics:* Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition; licences and orders; export control. *Retrievability:* Files arranged by subject and company.

NEB/ECB-245 *Formerly Identified as:* NEB-270

### **Macroeconomic Forecasts on the Canadian Economy**

*Description:* Macroeconomic forecasts on the Canadian economy and their relationship to energy forecasts. *Topics:* Statistical reports and returns; macroeconomic forecasting model studies; committees, boards, commissions, etc. related to macroeconomic forecasting. *Retrievability:* Files arranged by subject and committee.

NEB/ECB-250 *Formerly Identified as:* NEB-280

### **Energy Supply and Demand Statistics**

*Description:* Information on energy supply and demand and related data for all energy commodities. *Topics:* Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. *Retrievability:* Files arranged by subject and committee.

NEB/ECB-255 *Formerly Identified as:* NEB-290

### **Canadian Content in Energy Projects**

*Description:* Information on Canadian content and industrial benefits of energy projects. *Topics:* Studies; specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.



## NATIONAL ENERGY BOARD

NEB/ECB-260 *Formerly Identified as:* NEB-300

### **Economic Benefits of Proposed Energy Projects**

*Description:* Analyses of the economic viability of, and benefits from, projects. *Topics:* Viability analyses; cost-benefit — committees, studies, specific applications; licences, orders and exports.

*Retrievability:* Files arranged by subject and company.

NEB/ECB-265 *Formerly Identified as:* NEB-310

### **Socioeconomic Impact of Pipeline Projects**

*Description:* Information on the regional economics of pipeline projects and their impact on socioeconomic factors. *Topics:* International developments; socioeconomic studies; exploration and development; socioeconomic impacts of specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB/ECB-270 *Formerly Identified as:* NEB-320

### **Economic Considerations in Setting Pipeline Tolls**

*Description:* Information on the operations of pipeline companies and the economic considerations in setting tolls. *Topics:* Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. *Retrievability:* Files arranged by subject and company.

NEB/ECB-275 *Formerly Identified as:* NEB-330

### **Energy Supply, Surpluses and Reserves**

*Description:* Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses. *Topics:* Energy supply; renewable energy; reserves and surpluses — particular applicants; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB/ESB-280 *Formerly Identified as:* NEB-140

### **Associations, Committees and Conferences on Energy Supply**

*Description:* Information on applications and supporting documents for hearings held on the energy supply. *Topics:* Supply data originating from energy supply and demand hearings. *Retrievability:* Files arranged by year and company. *Special Access Note:* Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library.

NEB/ESB-285 *Formerly Identified as:* NEB-160

### **Oil, Natural Gas Liquids (NGL) and Natural Gas Production**

*Description:* Information on historical and current production of hydrocarbons in Canada. *Topics:* Crude oil and equivalent; NGL; natural gas. *Retrievability:* Files arranged by product and province.

NEB/ESB-290 *Formerly Identified as:* NEB-170

### **Oil and Natural Gas Reserves**

*Description:* Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. *Topics:* Gas, reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. *Retrievability:* Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff.

NEB/ESB-295 *Formerly Identified as:* NEB-180

### **Gas Processing and By-Products**

*Description:* Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. *Topics:* Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.

NEB/ESB-300 *Formerly Identified as:* NEB-190

### **Statistical Reports**

*Description:* Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. *Topics:* Long-term energy; energy demand; production statistics. *Retrievability:* Files arranged by subject and province.

NEB/ESB-305 *Formerly Identified as:* NEB-200

### **Renewable Energy**

*Description:* Published material and correspondence on renewable energy. *Topics:* Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.

NEB/ESB-310 *Formerly Identified as:* NEB-210

### **Nuclear Energy**

*Description:* Published material and correspondence on nuclear energy. *Topics:* Heavy water; uranium; fusion.

NEB/ESB-315 *Formerly Identified as:* NEB-220

### **Energy Cost and Pricing**

*Description:* Correspondence on costs and pricing of energy. *Topics:* Cost data; profitability data and studies; royalties.

NEB/ESB-320 *Formerly Identified as:* NEB-230

### **Coal**

*Description:* Published material and correspondence on coal. *Topics:* Forecasts; coal-gasification, liquefaction, reserves.

NEB/ESB-325 *Formerly Identified as:* NEB-240

### **Exploration and Development**

*Description:* Information on exploration for and development of hydrocarbon resources in Canada. *Topics:* Oil and gas discoveries and development — Western Canada and northern and offshore areas; petroleum industry activity.

NEB/ESB-330 *Formerly Identified as:* NEB-250

### **Gas and Oil Storage**

*Description:* Published material and correspondence on oil and gas storage projects. *Topics:* Province of Ontario; Home Oil Company — Strait of Canso Storage Project. *Retrievability:* Files arranged by province and company.

## Deleted Classes of Records

NEB-40 Finance Travel and Removal — Authority to Attend Meetings, Seminars and Conferences.

NEB-150 Hearings (see NEB/ESB-280 *Associations, Committees and Conferences on Energy Supply*)



# **NATIONAL FARM PRODUCTS MARKETING COUNCIL**

## **Chapter 62**

# NATIONAL FARM PRODUCTS MARKETING COUNCIL

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## Background

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Product Marketing Agencies Act*. The Council works with these agencies and with provincial governments and their marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

## Access Procedures

Administration Chief  
National Farm Products Marketing Council  
Martel Building, 13th Floor  
270 Albert Street  
P.O. Box 3430  
Station D  
Ottawa, Ontario  
K1P 6L4

## Classes of Records

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FPM/FPM-005 *Formerly Identified as:* NFPMC-10

### Marketing Operations

*Description:* Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing

operations. *Topics:* Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities — animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). *Retrievability:* Records are located at the headquarters of the National Farm Products Marketing Council.

FPM/FPM-010 *Formerly Identified as:* NFPMC-20

### Canadian Marketing Agencies

*Description:* Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency and the Canadian Chicken Marketing Agency. *Topics:* Provincial levies; information services; claims; hearings; licensing; penalties and offences; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). *Retrievability:* Records are located at headquarters. *Storage Medium:* Recordings — council meetings and in-camera hearings.

# **NATIONAL FILM BOARD**

## **Chapter 63**



# NATIONAL FILM BOARD

## NATIONAL FILM BOARD

(NFB)

### PLANNING DIRECTORATE

(PDR)

005 Planning Directorate —  
Projects

### ENGLISH PROGRAMMING BRANCH

(EPB)

025 English Programming Branch

### SERVICES DIVISION

(SED)

035 Laboratory  
040 Sound and Video Recording  
045 Pre-production  
050 Visual Effects  
055 Technical Research

### COMMUNICATIONS SERVICES

(COM)

010 Festivals, Awards, Special  
Film Events  
015 Conferences and Special  
Projects  
020 Special Projects

### FRENCH PROGRAMMING BRANCH

(FDB)

030 French Programming Branch

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
NATIONAL FILM BOARD  
P.O. BOX 6100, STATION A  
ST. LAURENT, QUEBEC  
H3C 3H5

## Background

The National Film Board (NFB) was established by an Act of Parliament passed on May 2, 1939, and revised in 1950. Its mandate is to produce and distribute and to promote the production and distribution of Canadian film and video. The NFB reports to the Minister of Communications.

## Overall Responsibilities

The NFB's purpose is to make films which are distinctively Canadian, reflect the bilingual, multi-cultural and regional realities of this country, and answer the social and cultural needs of its citizens. NFB productions are distributed on film and videocassette and are available through Canadian theatres, library collections and the NFB's own Audio-Visual Centres. NFB films are seen on broadcast and specialized television across the country. The NFB also operates an International Commercial Service to sell and market its films abroad. Films are available through NFB offices and Canadian diplomatic missions in 80 countries abroad.

NFB films are produced by two distinct English and French program branches, which are also responsible for marketing their films to their respective audiences. The NFB began to decentralize its production studios in the early 1970s and the ensuing years have seen production studios develop in Vancouver, Edmonton, Winnipeg, Toronto, Moncton, and Halifax as well as in Montréal. There is a permanent creative staff in Montréal, though a large proportion of NFB films are made by freelance independent filmmakers. The NFB is a totally integrated production house, with an average annual production of approximately 100 original films and 50 versions and adaptations of existing films. The NFB produces versions of its films in up to 60 different languages for foreign distribution. The Technical Services Division also undertakes advanced technical research and development to advance the art and technology of film and video.

The NFB is also mandated to play an active role training people in all aspects of filmmaking.

## Organization

The board of trustees of the National Film Board is composed of the Canadian Government Film Commissioner — who is both the chairperson and chief executive officer of the NFB — and eight other members appointed by the Governor-in-Council, three of whom are selected from the Public Service of Canada or the Canadian Armed Forces and five from the public at large. The NFB is managed by the Canadian Government Film Commissioner and by the directors of the English Programming Branch, French Programming Branch, Services Division, Administration, Finance and Personnel Division, Planning Directorate and Communication Services.

The head office of the NFB is in Ottawa, while its operational headquarters are located in Montréal.

## Major Publications

### Catalogues

The complete NFB 16mm film and video catalogues are available in English and French, with a PRECIS index. They list films and television productions from the NFB, CBC, Radio-Canada, the library of Canadian travel films, and from selected Canadian independent filmmakers.

### Specialized Catalogues and Brochures — English Language

- Film Canadiana
- Our Bodies, Our Minds (Catalogue on Health Education)
- Canadian Literature on Film

- Geography Films
- Films for Science and Environmental Studies
- Films for Primary and Elementary Grades
- Films for Family Life Studies
- Films for Outdoor Education
- Exploring Likenesses and Differences with Films (reprint)
- Images of Our Culture (reprint)
- The NFB Canada Map Resource Manual (included in the Education Kit)
- Beyond the Image: A Guide to Films About Women and Change (Second Edition)
- NFB Education Update — A Newsletter for Educators
- Feeling Yes, Feeling No (four guides)
- Film Clips (Film Program — Toronto/issued four times a year)
- Showcase '85 (Toronto)
- Free Films to Television (Ottawa)
- Television Index
- Video With a Difference (Pacific region video rental collection)
- Interim Video Rental Catalogue (for the Prairie region)
- Western Canada Showcase '85 (Prairies)
- Film Information Sheets
- Film Study Guides

### Specialized Canadian Catalogues and Brochures — French Language

- Cahier d'activités créatrices accompagnant le film Mascarade
- Films gratuits pour la télévision (Ottawa)
- Index télévision
- Répertoire des productions de l'office national du film du Canada disponibles pour location sur vidéocassette

### Publications for International Markets

- NFBC — Films Without Commentary Catalogue
- ONFC — catalogue des films sans commentaires
- 1984/1985 NFBC International Film and Video Guide
- ONFC — répertoire international de films et vidéos 1984/85
- Catalogue MAP 1985
- Portuguese Catalogue “catalogo de filmes y video cassettes”
- Canadian Travel Films/Addition to Catalogue
- Addition au catalogue des films touristiques Canadiens

### Technical and Production Services (Services Division)

- Perforations (bilingual)

### Communications Service

- Annual Report (bilingual)
- All About Us “nos images à notre image”
- News releases (bilingual)
- NFB News/Nouvelles en bref
- Newsclips/Revue de presse
- Communications (bilingual)

## Key contacts

Please direct requests for general information about the National Film Board to

Records Manager  
Telephone: (514) 283-9080

# NATIONAL FILM BOARD

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## Media, Parliamentary and Corporate Relations

Director of Communications  
Telephone: (514) 283-9253

## Library

Librarian  
Telephone: (514) 283-9045

## Access Procedures

Formal requests for access under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator  
National Film Board  
P.O. Box 6100, Station A  
St. Laurent, Québec  
H3C 3H5  
Telephone: (514) 283-9248

## Office of the Commissioner

The Government Film Commissioner advises the Minister and the government on matters relating to film and video. He/she is chairperson of the Board of Trustees, and chief executive officer of the NFB. The Commissioner is responsible for all programming, administrative and policy decisions as well as the day to day operations and management of the NFB. The Commissioner is supported by an executive assistant and secretary to the board and senior secretaries in Ottawa and Montréal. The internal auditor and director of Communication Services report to the Commissioner.

## Administration, Finance and Personnel Division

This division provides for overall management of NFB resources, financial planning and personnel management and counsel; it also administers data processing services and prepares financial statements.

## Planning Directorate

The Planning Directorate assures that institutional objectives are established, monitored and evaluated; it also undertakes research to assist management in policy and programming decisions.

## Communications Services

Communications Services operates programs for NFB staff, public and media; prepares speeches and documents for the Government Film Commissioner, develops the corporate image of the NFB; handles corporate public relations through special projects, public and media visits to the Film Board, and with the media; and is responsible for the NFB's participation in festivals, retrospectives and other film events. It also oversees NFB participation in conferences and corporate projects (internal and external corporate communications), and co-ordinates minutes of board meetings, speeches, articles, policy and planning decision papers, and presentations to Parliamentary committees.

## English Programming Branch

This branch produces and markets English language films and videos in documentary, animation and fiction forms to reach audiences in Canada and abroad on relevant social and cultural issues. These programs are produced in five studios in Montréal, and one each in Halifax, Toronto, Winnipeg, Edmonton and Vancouver. English production uses permanent staff and freelance filmmakers, and sometimes co-produces with outside organizations. The International Commercial Service, which is administered by the English Program Branch, ensures sales of NFB productions in French and English outside Canada.

## French Programming Branch

This branch produces and markets films and videos in French to reach audiences in Canada and abroad on social and cultural issues, and is responsible for marketing its productions in Canada. The branch produces documentaries, fiction, and animation from its headquarters in Montréal and from regional production centres in Moncton, Toronto and Winnipeg. French production uses permanent staff and freelancers to produce its films.

## Services Division

This division provides technical production services and a versions service for the programming branches, and operates a technical research and development section. It is also responsible for distribution services, including the delivery of prints and operation of libraries and film deposits in NFB audio-visual centres in Canada.

## Classes of Records

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NFB/PDR-005 *Formerly Identified as:* NO REFERENCE

### Planning Directorate — Projects (New)

*Description:* Planning Directorate projects. *Topics:* CRTC intervention on pay TV, specialized services for youth 1983; Young Canada Television/ Téléjeunesse application, 1984; intervention on copyright revisions 1984; research on broadcasting, operational plans 1985-86-87, Part III of estimates 85-86.

NFB/COM-010 *Formerly Identified as:* NFB-110

### Festivals, Awards, Special Film Events

*Description:* Information on the various festivals awards, and film events in which the NFB participates (and awards received). *Topics:* Selection of films; registration for the festival; film event contacts with the press and filmmakers participating in the festival/film event.

NFB/COM-015 *Formerly Identified as:* NFB-120

### Conferences and Special Projects

*Description:* Information on participation by the NFB in various film-related projects. *Topics:* Exhibits; workshops; corporate participation in film industry events.

NFB/COM-020 *Formerly Identified as:* NFB-130

### Special Projects

*Description:* Information on NFB communications with public, government, NFB staff, and media. *Topics:* Contacts with the news media; publication of press releases; brochures; annual report; internal communications; visits to NFB and filmmakers' visits to educational institutions.

NFB/EPB-025 *Formerly Identified as:* NFB-10

### English Programming Branch (Revised)

*Description:* Information on the production and marketing of films and video. *Topics:* Scripts; budgets; contracts; financial statement; research material; rights; correspondence; information on marketing of NFB films in Canada and abroad; negotiation of contracts for television and theatres; research-audience surveys; new markets; community, national and international distribution; distribution of CBC, Radio-Canada and private industry films, promotion and publicity. *Retrievability:* Files arranged by film, title and type of distribution.

NFB/FPB-030 *Formerly Identified as:* NFB-20

### French Programming Branch (Revised)

*Description:* Information on the production and marketing of NFB French language films and video. *Topics:* Scripts; budgets; contracts; financial statements; research material; rights; correspondence; information on marketing NFB films in Canada; negotiation of



## NATIONAL FILM BOARD

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contracts for television and theatres; research audience surveys, new markets, community and national distribution.

NFB/SED-035 *Formerly Identified as:* NFB-60

### Laboratory

*Description:* Information on the processing of film and video technology. *Topics:* Quality control; chemistry; timing; sensitometry; printing and development; inspection of printing material; negative cutting; printing material library; stock film and shot library. *Retrievability:* Files arranged by film titles.

NFB/SED-040 *Formerly Identified as:* NFB-70

### Sound and Video Recording

*Description:* Information on sound and projection recording. *Topics:* Mixing; transfer; quality control; projection. *Storage Medium:* Magnetic tape-sound. *Retrievability:* Files arranged by film titles.

NFB/SED-045 *Formerly Identified as:* NFB-80

### Pre-production

*Description:* Information on technical support for film productions. *Topics:* Camera maintenance; reservations for technicians; lighting; stores, stage reservations; carpentry, props, etc. *Retrievability:* Files arranged by film titles.

NFB/SED-050 *Formerly Identified as:* NFB-90

### Visual Effects

*Description:* Information on animation, opticals and titling. *Topics:* Animation photography; film credits; optical and special effects. *Retrievability:* Files arranged by film.

NFB/SED-055 *Formerly Identified as:* NFB-100

### Technical Research

*Description:* Information on testing and analysis of new materials for professional cinematography video and audio-visual technology and upgrading of existing pieces of equipment. *Retrievability:* Files arranged by type of equipment.

## Deleted Classes of Records

NFB-30 Canadian Distribution

NFB-40 International Distribution

NFB-50 Distribution Services

NFB-140 Film Projects



# **DEPARTMENT OF NATIONAL HEALTH AND WELFARE**

## **Chapter 64**



# DEPARTMENT OF NATIONAL HEALTH AND WELFARE

## DEPARTMENT OF NATIONAL HEALTH AND WELFARE

(NHW)

### SPECIAL ADVISOR, POLICY DEPARTMENT

(SAP)

005 Program Evaluation  
010 Privacy Co-ordination  
015 Status of Women  
020 Regulatory Reform Liaison  
025 Social Policy Development  
030 Access to Information

### PRINCIPAL NURSING OFFICER

(PNO)

035 Nursing

### THE INTERGOVERNMENTAL AND INTERNATIONAL AFFAIRS BRANCH

(IIA)

040 International Health  
045 International Social Affairs  
050 Non-Governmental Organizations  
055 International Social Security  
Agreements  
060 Federal-Provincial-Territorial  
and Interdepartmental Liaison  
065 Management Information

### POLICY, PLANNING AND INFORMATION BRANCH

(PPI)

070 Science Policy  
075 Information Systems  
080 Welfare Policy  
085 Health and Social Services  
Policies

### NATIONAL COUNCIL OF WELFARE

(NCW)

090 Welfare

### NATIONAL ADVISORY COUNCIL ON AGING

(ACA)

095 Aging

### THE GOVERNMENT OF CANADA OFFICE FOR THE 1988 OLYMPIC WINTER GAMES

(OWG)

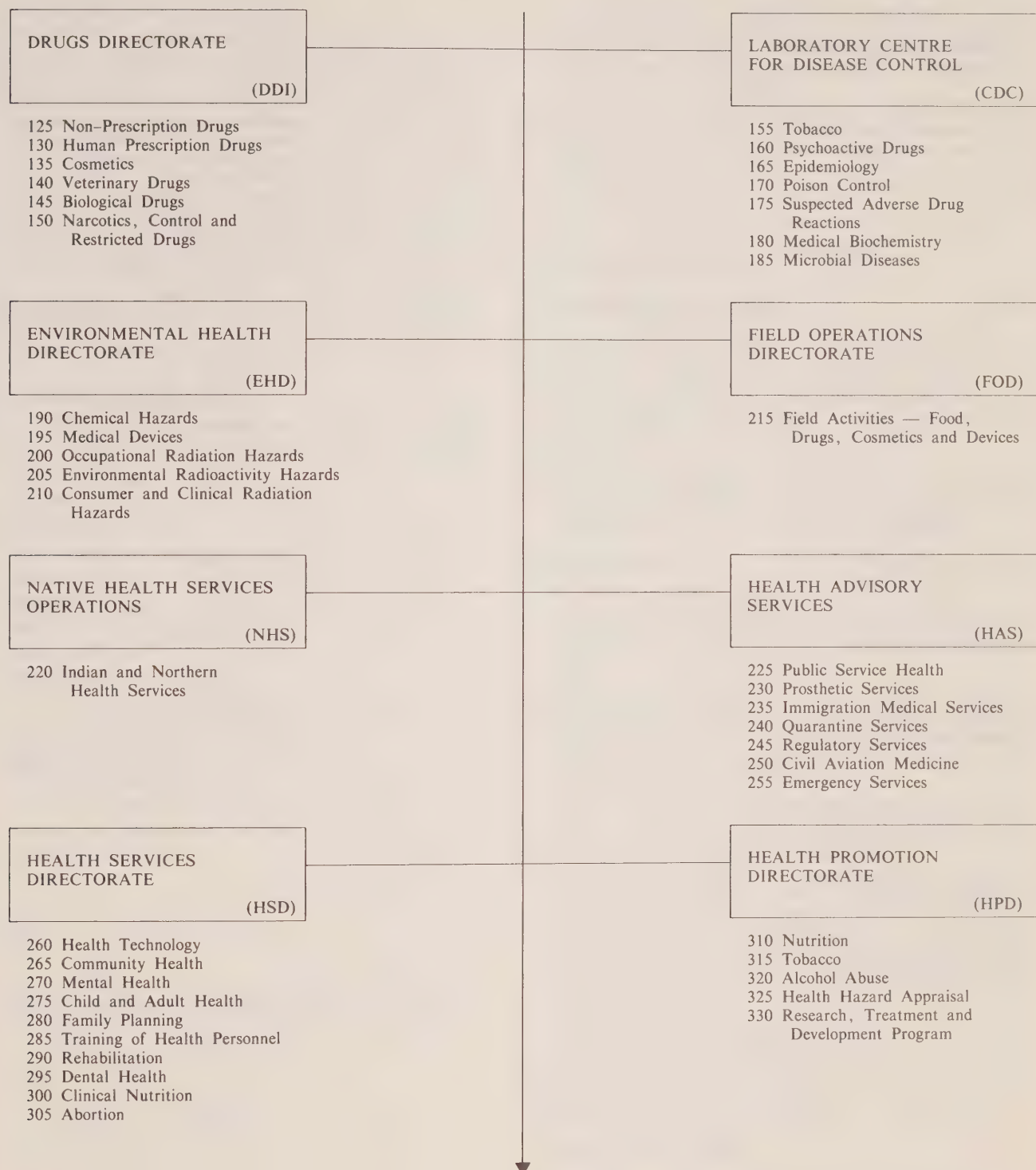
100 1988 Olympic Winter Games

### FOOD DIRECTORATE

(FDI)

105 Food  
110 Chemical Safety  
115 Microbial Hazards  
120 Nutrition

# DEPARTMENT OF NATIONAL HEALTH AND WELFARE



# DEPARTMENT OF NATIONAL HEALTH AND WELFARE

## EXTRAMURAL RESEARCH PROGRAMS DIRECTORATE

(ERD)

335 National Health Research  
and Development Program

## CANADA ASSISTANCE PLAN DIRECTORATE

(CAP)

395 Canada Assistance Plan

## SOCIAL DEVELOPMENT DIRECTORATE

(SDD)

405 Social Services Development

## FITNESS AND AMATEUR SPORT BRANCH

(FAS)

415 Sport Canada  
420 Fitness Canada

## INCOME SECURITY PROGRAMS BRANCH

(ISP)

340 Policy, Legislation and Planning  
345 Statistics and Trends Analysis  
350 Agreements — International  
Social Security  
355 Systems Development  
360 Canada Pension Plan Advisory  
Committee  
365 Legislation — Interpretation;  
Application; Appeals  
Administration  
370 EDP Programs Co-ordination and  
Maintenance  
375 Regional Operations — Client  
Services  
380 Disability Determination —  
Benefit Administration  
385 Canada Pension Plan Benefit  
Administration — Central  
Operations  
390 International Operations

## NEW HORIZONS DIVISION

(NHD)

400 New Horizons

## NATIONAL WELFARE GRANTS DIVISION

(WGD)

410 Welfare Grants

DIRECTOR  
ACCESS TO INFORMATION  
THE OFFICE OF THE  
DEPUTY MINISTER  
DEPARTMENT OF NATIONAL  
HEALTH AND WELFARE  
ROOM 2110, JEANNE MANCE  
BUILDING  
TUNNEY'S PASTURE  
OTTAWA, ONTARIO  
K1A 0K9



# DEPARTMENT OF NATIONAL HEALTH AND WELFARE

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## Background

The Department of National Health and Welfare was established in 1944 by the *Department of National Health and Welfare Act* for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which Parliament has jurisdiction. The new Department administered the National Health Section of the Department of Pensions and National Health and the *Family Allowances Act* which came into force on July 1, 1945. Since then, advances in the fields of health, social security and social welfare have led to the introduction of a number of new and extensive programs. Each year the federal government devotes about one-third of its total budget to the Department. Most of these funds are returned to the people of Canada through departmental programs.

The Department's mandate also includes the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Winter Olympics which were transferred to the Minister of National Health and Welfare in October 1982.

## Laws and Regulations

The following is a list of the legislation and regulations administered by the Department for which it is either wholly or partly responsible:

### Deputy Minister

- Department of National Health and Welfare Act

### Health Protection Branch

- Food and Drugs Act and Regulations
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Environmental Contaminants Act
- Hazardous Products Act
- Atomic Energy Act and Regulations
- Canada Dangerous Substances Regulations

### Medical Services Branch

- Quarantine Act and Regulations
- Immigration Act and Regulations
- Indian Health Regulations
- Potable Water Regulations for Common Carriers
- Public Works Health Act
- Aeronautics Act
- Order-in-Council 1302, Emergency Services

### Health Services and Promotion Branch

- Medical Care Act
- Hospital Insurance and Diagnostic Services Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Health Resources Fund Act
- Excise Tax Act

### Income Security Programs Branch

- Old Age Security Act
- Canada Pension Plan
- Family Allowances Act

### Social Service Programs Branch

- Canada Assistance Plan
- Vocational Rehabilitation of Disabled Persons Act
- Blind Persons Act

- Disabled Persons Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Unemployment Assistance Act
- Excise Tax Act
- Nursing Home Care Benefits Regulations
- Young Offenders Agreements
- Divorce Act of Canada (1968)
- New Horizons Program
- National Welfare Grants

### Fitness and Amateur Sports Programs Branch

- Fitness and Amateur Sports Act

## Overall Responsibilities

Departmental health programs are designed to reduce illness and untimely death associated with hazards in the environment, both man-made and natural; to protect and enhance the health of those Canadians whose care, by legislation or custom, is the responsibility of the Department; and to develop, promote and support measures designed to preserve and improve the health of Canadians.

Departmental welfare programs are designed to maintain and improve the income security and the social well-being of Canadians. Fitness and Amateur Sport programs are designed to promote, encourage and develop fitness and amateur sport in Canada.

## Organization

The Minister of National Health and Welfare is the head of the Department. The Minister of State, Fitness and Amateur Sport, is responsible for the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Winter Olympics.

The Department is headed by the Deputy Minister of National Health and Welfare who, with the associate deputy minister, is supported by the heads of the staff, line and administrative branches and directorates, by the Special Advisor, Policy Development, and by the Principal Nursing Officer.

The two staff branches, which are headed by assistant deputy ministers, are the Intergovernmental and International Affairs Branch and the Policy, Planning and Information Branch. Both report to the associate deputy minister.

Six branches, each headed by an assistant deputy minister, administer the departmental operational programs. These are the Health Protection, Medical Services, Health Services and Promotion, Income Security Programs, Social Services Programs and Fitness and Amateur Sport branches. The Health Services and Promotion Branch and the Social Services Programs Branch report to the associate deputy minister.

Departmental management control and administration are carried out by the Corporate Management Practices Branch headed by an assistant deputy minister; the Personnel Administration Branch, headed by a director general, and the Internal Audit and Public Affairs Directorates, which report directly to the deputy minister.

## General Information

General departmental and branch information is provided by the Public Affairs Directorate through headquarters facilities in Ottawa and regional offices in Vancouver, Edmonton, Winnipeg, Toronto, Montréal and Halifax. Contact may be made in person, by telephone or by writing to the Public Affairs Directorate, Department of National Health and Welfare, at the appropriate following address:

# DEPARTMENT OF NATIONAL HEALTH AND WELFARE

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## Headquarters

5th Floor, Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0K9  
Telephone: (613) 996-4950

## Vancouver

1055 West Georgia Street  
Suite 1402, Royal Centre  
P.O. Box 11166  
Vancouver, British Columbia  
V6E 3P1  
Telephone: (604) 666-2083

## Edmonton

Room 205, Financial Building  
10621-100th Avenue  
Edmonton, Alberta  
T5J 0B3  
Telephone: (403) 420-2758

## Winnipeg

Suite 505, Eaton Place  
330 Graham Avenue  
Winnipeg, Manitoba  
R3C 4C8  
Telephone: (204) 949-2508

## Toronto

9th Floor  
789 Don Mills Road  
Don Mills, Ontario  
M3C 1T5  
Telephone: (416) 966-5536

## Montréal

East Tower, Suite 206  
200 Dorchester Boulevard West  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-2306

## Halifax

Suite 111, Simpson's Mall  
6960 Mumford Road  
Halifax, Nova Scotia  
B3L 4P1  
Telephone: (902) 426-2038

The Public Affairs Directorate publishes a Directory of Publications, available from headquarters or at any of the regional Public Affairs Directorates (see above). The Directory is also available in public and university libraries.

## Libraries

Departmental and branch libraries with reading room facilities are located in Tunney's Pasture, Ottawa, at the following locations:

Departmental Library,  
2nd Floor, Brooke Claxton Building  
Telephone: (613) 996-4434

The Banting Research Centre Library  
Sir Frederick G. Banting Research Centre  
Telephone: (613) 993-6527

The Laboratory Centre for Disease Control Library  
Laboratory Centre for Disease Control Building  
Telephone: (613) 993-4710

The Environmental Health Directorate Library  
Environmental Health Centre  
Telephone: (613) 996-2635

The Medical Services Branch Program Aids and Resources Centre  
Room 1884, Jeanne Mance Building  
Telephone: (613) 990-7612

The Health Services and Promotion Branch Library  
Room 500, Jeanne Mance Building  
Telephone: (613) 996-4513

The Social Service Programs Branch  
Social Services Division Resource Centre  
Room 926, Brooke Claxton Building  
Telephone: (613) 996-8941

## Access Procedures

Requests for departmental information under the *Access to Information Act* should be addressed directly to the following, as appropriate

Director  
Access to Information  
The Office of the Deputy Minister  
Department of National Health and Welfare  
Room 2110, Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0K9  
Telephone: (613) 990-7669

or

## Corporate Management Branch

Access to Information Co-ordinator  
The Office of the Assistant Deputy Minister  
Corporate Management Branch  
Department of National Health and Welfare  
Room 2172, Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0K9  
Telephone: (613) 990-7526

## Health Protection Branch

Access to Information Co-ordinator  
The Office of the Assistant Deputy Minister  
Health Protection Branch  
Department of National Health and Welfare  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0L2  
Telephone: (613) 990-8829

## Medical Services Branch

Access to Information Co-ordinator  
The Office of the Assistant Deputy Minister  
Medical Services Branch  
Department of National Health and Welfare  
19th Floor, Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0L3  
Telephone: (613) 990-7738

# DEPARTMENT OF NATIONAL HEALTH AND WELFARE

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## Health Services and Promotion Branch

Access to Information Co-ordinator  
The Office of the Assistant Deputy Minister  
Health Services and Promotion Branch  
Department of National Health and Welfare  
Room 541, Jeanne Mance Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 1B4  
Telephone: (613) 990-8120

## Income Security Programs Branch

Access to Information Co-ordinator  
The Office of the Director  
Legislation Application and Appeals Division  
Income Security Programs Branch  
9th Floor, Place Vanier, Tower "B"  
355 River Road  
Ottawa, Ontario  
K1A 0L1  
Telephone: (613) 993-1274

## Social Services Programs Branch

Access to Information Co-ordinator  
Office of the Director Planning  
Finance and Administration Services  
Social Services Programs Branch  
Department of National Health and Welfare  
Room 920, Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 1B5  
Telephone: (613) 993-7975

## Fitness and Amateur Sport Branch

Access to Information Co-ordinator  
Fitness and Amateur Sport Branch  
Department of National Health and Welfare  
10th Floor  
365 Laurier Avenue West  
Ottawa, Ontario  
K1A 0X6  
Telephone: (613) 996-4510

At the branch level, the Access to Information Co-ordinators make or endorse initial decisions on applications and service to the public. Branch heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Director, Access to Information, directs and oversees the implementation of departmental policies and administrative guidelines on the application of the Act throughout the Department, co-ordinates access requests, and is responsible for the settlement of all complaints on issues having to do with applications and service to the public. The deputy minister makes final settlement of complaints or legal actions on disclosure of departmental information.

Complaints and enquiries on the administration of the Act in the Department should be addressed to the Director, Access to Information at the first address given under Access Procedures.

## STAFF BRANCHES

### Deputy Minister

Overall responsibility for the direction and the operations of the Department rests with the deputy minister, who is its permanent head. The deputy minister and the associate deputy minister are the senior advisors to the Minister of National Health and Welfare on all

health and welfare matters and serve on the committee of deputy ministers advising the Minister of State for Social Development on the operation of all social development programs of the federal government.

### Special Advisor, Policy Development

The Special Advisor, Policy Development, provides advice to the deputy minister, to senior management and to other staff members on program evaluation co-ordination, privacy co-ordination, the status of women, regulatory reform liaison, social policy development and access to information, and provides general direction to the Directorate of Program Evaluation, the Directorate of the Status of Women and the Directorate of Access to Information.

### Manuals

#### Privacy Co-ordinator

- Administrative Directives — Privacy NHW 404-II

#### Access to Information

- Administrative Directives — ATI — NHW 404-II
- Interim Departmental Procedures on ATI
- General Guidelines for the Application of Exemptions under ATI
- Quick Reference Guide to Exemptions and Exclusions

### Principal Nursing Officer

The principal nursing officer advises the deputy minister on all matters related to nursing in the Department, as well as nationally and internationally.

### The Intergovernmental and International Affairs Branch

The branch has responsibility for the co-ordination, monitoring, and where required, initiation of departmental policies and strategies on international and federal-provincial-territorial issues, in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the International Affairs Directorate, the Federal-Provincial and Interdepartmental Relations Directorate, and the Management Information Directorate.

### Policy, Planning and Information Branch

The branch undertakes research on social policy issues, analyzes proposed initiatives in the health and welfare field, and collects, collates and disseminates information on social programs and related socioeconomic conditions in support of the planning and development of departmental policies and programs. In addition, the branch provides financial assistance to the provinces to support development of management information systems for provincial welfare programs.

The branch is composed of two major directorates — Policy Resources Directorate and Information Systems Directorate — and a number of smaller specialist units, all reporting to the assistant deputy minister for the branch.

General information on the operation of the branch and its publications is available from the Public Affairs Directorate.

### Manuals

- Branch Human Resources Manual
- Branch Planning Manual
- Legislative Information Services Staff Manual
- Word-Processing Service Manual

### EDP Procedures Manuals

- Rate Forecasting Files



# DEPARTMENT OF NATIONAL HEALTH AND WELFARE

- Old Age Security
- Provincial Social Security Assistance (NFLD., P.E.I., N.S.)
- ANSSIR Data Bank Updates
- Postal Code Requests
- Tape Handling
- Systems Operation and Backup
- MAPSIT: User's Reference Manual
- MAPSIT Internal Documentation

## National Council of Welfare

The National Council of Welfare was established by the *Government Organization Act*, 1969 as a citizens' advisory body to the Minister of National Health and Welfare. Its mandate is to advise the Minister on matters pertaining to welfare.

The Council consists of 21 members, drawn from across Canada and appointed by the Governor-in-Council. All are private citizens and serve in their personal capacities rather than as representatives of organizations or agencies.

The publications of the Council are available in English and French. For copies please write to the National Council of Welfare, Brooke Claxton Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

## National Advisory Council on Aging

The 18-member National Advisory Council on Aging is a citizens' advisory body charged with counselling the Minister of National Health and Welfare on matters relating to the quality of life of Canada's aging population. In addition to advising on programs and policies, the Council reviews needs and problems of older people and recommends remedial action; consults with institutions and groups involved in aging or representing the aged; publishes reports; helps in information dissemination; and stimulates public discussion on aging.

The publications of the Council can be obtained free of charge in both official languages by writing to the National Advisory Council on Aging, Room 1264, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

## The Government of Canada Office for the 1988 Olympic Winter Games

The office is responsible for co-ordinating all federal activities in support of the 1988 Olympic Winter Games and for liaison and negotiation with the key bodies associated with the organization of the Games.

## PROGRAM BRANCHES

Of the six program branches which administer the departmental operational programs, three pertain to health programs, two to welfare programs and one to fitness and amateur sport.

### HEALTH PROTECTION BRANCH

The branch was formed in 1972 through the amalgamation of the Food and Drug Directorate with the Environmental Health Directorate, the Canadian Communicable Disease Centre, the Epidemiology Division, and the Nutrition Division.

The responsibility of the branch is to reduce illness and untimely deaths of Canadians associated with hazards in the environment, both man-made and natural. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods and control

psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between the federal and provincial governments and liaison with international governments and agencies.

The assistant deputy minister of the branch, supported by Management Processes and by Finance and Administration, administers five operational directorates: the Food Directorate, the Drugs Directorate, the Laboratory Centre for Disease Control, the Environmental Health Directorate and the Field Operations Directorate. Regional offices of the Field Operations Directorate are located in the Atlantic, Québec, Ontario, Central and Western regions.

The Health Protection Branch publishes information for the public, industry and specific groups and also warns of dangers through the media. Branch information for the public may be obtained from the offices of the assistant deputy minister and the regional directors, as follows:

#### Atlantic Region

5th Floor, Ralston Building  
1557 Hollis Street  
Halifax, Nova Scotia  
B3J 2R7  
Telephone: (902) 426-7498

#### Québec Region

1001 St. Laurent Street West  
Longueuil, Québec  
J4K 1C7  
Telephone: (514) 283-5497

#### Ontario Region

2301 Midland Avenue  
Scarborough, Ontario  
M1P 4R7  
Telephone: (416) 291-4231

#### Central Region

310 Federal Building  
269 Main Street  
Winnipeg, Manitoba  
R3C 1B2  
Telephone: (204) 949-3004

#### Western Region

6th Floor  
1001 West Pender Street  
Vancouver, British Columbia  
V6E 2M7  
Telephone: (604) 544-3359

## Food Directorate

The directorate conducts programs to ensure the safety and nutritional value of food. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

### Manuals

- Analytical Methods for the Regulatory Analysis of Foods

### EDP Systems

- RISK 81 — provides various statistical information about low dose extrapolation of quantal response toxicity data. (NHW/FDI-110)
- Nutritional Content of Menus — describes the nutritional content of seven-day menus defined by the users, with regard to the minimum acceptable intake of nutrients. (NHW/FDI-120)

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- Canadian Nutrient File — obtains and maintains current information on nutrients found in foods available in Canada. (NHW/FDI-120)

### Drugs Directorate

The directorate is engaged in a wide spectrum of regulatory and research programs aimed at promoting the judicious use of drugs as well as providing assurance to Canadians that the drugs sold in Canada are safe and effective and that cosmetics do not pose safety hazards.

#### Manuals

##### For Manufacturers

- Guide for the labelling of drugs for human use (1983)
- Guide for the labelling of drugs for veterinary use
- Guide to Manufacturers on Obtaining Drug Identification Numbers (DIN) and for making Drug Notifications
- Guidelines for Product Monographs — Drugs For Use in Humans (1979)
- Preclinical Toxicologic Guidelines (1981)
- General Guidelines for Preparing and Filing New Drug Submissions — Drugs for Use in Humans (1983)
- Chemistry and Manufacturing Guidelines New Drugs (1981)
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guidelines for Evaluation of Safety and Efficacy of Anti-mastitis Intramammary Infusion Drugs
- Guidelines for the Preparation of Submissions on Veterinary New Drugs
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions — information drug importers are required to retain about their foreign drug suppliers
- Good Manufacturing Practices for Drug Manufacturers and Importers
- Guide to Consumer Drug Advertising

##### For Health Professions

- Canadian Drug Identification Code — provides information on drugs marketed in Canada
- General Guidelines for the Use of Methadone in Narcotic Addicts

##### For Branch Staff

- Administrative Guidelines — interpretations of requirements under the *Food and Drugs Act* and Regulations
- Interpretations — policy guidelines related to product and manufacturing quality

#### EDP Systems

- Drug Notifications (DN) — assigns drug identification numbers (DIN) to drugs and maintains a record of drug notifications by manufacturer as required by regulations. Data is maintained on approximately 17,000 Canadian prescription and over-the-counter drugs. (Drugs)
- Drug Submissions — a common measurement on the status and throughput of drug submissions. (Drugs)
- Drug Abuse System — contains statistical and other timely information on the distribution and control of licit drugs and on the use of illicit drugs and misuse of licit drugs. (NHW/DDI-150)

- Quality Assessment of Drugs (QUAD) — records results of drug tests and the results of drug plant inspections. (NHW/DDI-150)

### Laboratory Centre for Disease Control

This directorate provides epidemiological, laboratory surveillance and diagnostic systems for communicable and other diseases; integrated national programs for a microbiological reference service; quality assurance systems in laboratory medicines and options for the control of nosocomial, community and laboratory-acquired infections; and develops options for the controlled use of tobacco and psychotropic drugs.

#### Manuals

- Bacteriology of Tuberculosis — this manual describes antibiotic sensitivity and classification of mycobacteria
- Staphylococcal Phage Typing of Staphylococcal Micro-organisms
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents — the manual describes the preparation, quality control and testing of a variety of diagnostic antigens and antisera
- Diagnostic Reference Testing of Selected Viruses
- Laboratory Methods for Neisseria Gonorrhea — a manual for the standardization of technology in Canada and for the development of international protocols to be used with reference strain kits
- Plasmid Biology and Recombinant DNA Methodology — a collection of current techniques for application and educational purposes in clinical, public health, research and industrial laboratories
- Educational Videotapes — instructional laboratory videotapes to be used in conjunction with manuals for educational purposes in public health, clinical and university laboratories, other government agencies, industry and international agencies
- Laboratory Methods for the Diagnosis of Legionnaire's Disease
- Protocols for Identification of Neisseria Species
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Guide to Immunization for Canadians
- Guidelines for Infection Control

#### EDP Systems

- Congenital Anomalies — monitors the incidence of congenital anomalies to facilitate the detection and investigation of significant changes. Participation is voluntary; at present all provinces except Québec are participating. (NHW/CDC-165)
- CDSS (Chronic Disease Surveillance System) — compiles information and risk factors from various sources. Data is obtained from Statistics Canada, Energy, Mines and Resources, Environmental Health Directorate (Radiation Protection) and from periodic small surveys. (NHW/CDC-165)
- Poison Control Statistics — monitors incidences of poisonings and produces quantitative statistics. The data is a result of the voluntary participation of 200 poison control centres in major hospitals. (NHW/CDC-170)
- Poison Control Product Information — distributes descriptions of hazardous products and plants to hospital poison control centres. Participants are manufacturers, importers and Agriculture Canada. (NHW/CDC-170)
- Adverse Reactions to Drugs — provides a monitoring and alerting system to adverse reactions to drugs, cosmetics, and the interaction of these with foods. Participation on a voluntary basis by drug dispensing centres, hospitals, other health institutions and professionals. (NHW/CDC-175)
- Clinical Lab Study System — consists of inter-laboratory studies including human-based reference materials which are used to assess



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the accuracy and precision of various biochemical procedures in hospitals and private laboratories in Canada. (NHW/CDC-180)

- Virus Identification Program — accumulates virus identification reports for periodic tabulation, onward transmission to World Health Organization, and (future) statistical analysis. (NHW/CDC-185)
- Observation of Chronic Diseases (NHW/CDC-185)
- Salmonella Identification Program — accumulates salmonella identification reports for periodic tabulation, trend analysis and answering queries; participants in the program include health laboratories, hospitals and other laboratories. Participation is voluntary. (NHW/CDC-185)

## Environmental Health Directorate

The directorate is composed of three bureaus, which collectively serve to identify, assess and reduce health hazards in the environment, in consumer products and in medical devices.

### Manuals

- Radiation Protection Bureau Policy Respecting the Use of Radionuclides in Humans — ensures a uniform policy for approving physicians for an Atomic Energy Control Board licence

### EDP Systems

- Pulmonary Testing System (Mobile) — determines the pulmonary and respiratory performance of selected populations and performs comparisons with accumulated national averages. (NHW/EHD-190)
- Nationwide Evaluation of X-ray Trends (NEXT) — maintains information on diagnostic X-ray doses received by a standard patient to facilitate the design of measures to reduce X-ray exposure of Canadians and to increase the efficiency of radiological health inspection programs. (NHW/EHD-190)
- Medical Devices Notification — maintains a record of medical device notifications by manufacturers. (NHW/EHD-195)
- Occupational Dosimetry Service — maintains information on cumulative radiation exposures for radiation workers in Canada. (NHW/EHD-200)

## Field Operations Directorate

The directorate acts as the inspection and enforcement arm of the branch in order to reduce health hazards in marketed products and provides other government agencies with technical assistance.

### Manuals

- Inspection Procedures for Food Plant Inspectors
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year — project specifications
- Laboratory Quality Assurance Standards
- Guidelines and Instructions on Procedures to Be Followed in Educational Services
- Field Operations Directorate Operational Policy Directives
- Code of Practice — General Principles of Food Hygiene for Use by the Food Industry in Canada
- Product Recall Procedures
- Field Operations Directorate Information Booklet
- National Enforcement Reports (Prosecutions, Recalls, Imported Products unacceptable for sale in Canada, Seizures forfeited)
- Ontario Region — Procedures for conducting Compliance Activities

### EDP Systems

- Food and Drug Sample Reporting (SRS) — maintains information

on drug and food samples collected and analyzed in support of the food and drug inspection program. (NHW/FOD-215)

- Food Plant Inspection Reporting System — contains data compiled from inspections. (NHW/FOD-215)
- Consumers Product Complaint Reporting System (NHW/FOD-215)
- Manufacturers Table — compiles basic information on food (and eventually drug) manufacturers. (NHW/FOD-215)

## MEDICAL SERVICES BRANCH

This branch was formed in 1962 from formerly independent services within the Department. These were Indian Health, Quarantine, Sick Mariners, Immigration Services, Civil Aviation Medicine, and Public Service Health.

The objective of the branch is to promote, improve and preserve the health of Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. These clients include the status Indians and Inuit, all residents of the Yukon and Northwest Territories, federal public servants, immigrants, refugees and temporary visitors, international travellers, civil aviation personnel, the physically handicapped and disaster victims.

The assistant deputy minister of the Medical Services Branch directs a branch organized on a regional basis, with headquarters in Ottawa. The headquarters organization consists of: Operations and Policy, Planning and Liaison, as well as financial, administrative and personnel units. Medical Services has ten regional directorates: Atlantic, Québec, Ontario, Manitoba, Saskatchewan, Alberta, Pacific, Yukon Territory, Northwest Territories, and the National Capital Region (including Overseas). Within the regions there are approximately 22 zone offices and 450 points of service. The branch is divided into Native Health Services (comprising Indian and Northern Health Services) and Health Advisory Services (comprising the Immigration Medical Service, the Quarantine and Regulatory Service, Public Service Health, Civil Aviation Medicine, Emergency Services and Prosthetic Services).

General information on the operation and programs of the Medical Services Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the regional directorates at the following addresses:

### Atlantic Region

Room 439  
4th Floor, Ralston Building  
1557 Hollis Street  
Halifax, Nova Scotia  
B3J 1V6  
Telephone: (902) 426-7392

### Québec Region

Guy Favreau Complex, East Tower  
200 Dorchester Boulevard West  
Suite 202, 2nd Floor  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-2463

### Ontario Region

Union Electric Building  
370 Catherine Street  
Ottawa, Ontario  
K1A 0L3  
Telephone: (613) 995-6361



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## Manitoba Region

303 Main Street  
Room 500  
Winnipeg, Manitoba  
R3C 0H4  
Telephone: (204) 949-4171

## Saskatchewan Region

1855 Smith Street  
Regina, Saskatchewan  
S4P 2N5  
Telephone: (306) 359-5416

## Alberta Region

401 Toronto Dominion Tower  
Edmonton, Alberta  
T5J 2Z1  
Telephone: (403) 420-2703

## Pacific Region

4th Floor  
814 Richards Street  
Vancouver, British Columbia  
V6B 3A9  
Telephone: (604) 666-3173

## Northwest Territories Region

Bag 7777  
Yellowknife, Northwest Territories  
X1A 2R3  
Telephone: (403) 873-7047

## Yukon Region

Yukon Manor  
2 Hospital Road  
Whitehorse, Yukon Territory  
Y1A 3H8  
Telephone: (403) 668-6461

## Overseas and National Capital Region

2nd Floor, Bonaventure Building  
301 Elgin Street  
Ottawa, Ontario  
K1A 0L3  
Telephone: (613) 990-0600

## Manuals

- Branch Directives — policy and procedures on various branch-related subjects
- General Directives — establishes regional policies (Québec region)
- Procedures Manual — establishes procedures for certain jobs, services or routine requests (Québec region)
- Directives to help personnel meet operational requirements such as glasses, dental, fuel and container reports (Québec region)
- Resources Catalogue — provides documentation and audio visual material (Québec region)
- Explanation of Modes of Payment (Québec region)
- Clinical Guidelines for Medical Services Personnel
- Foreign Service Directives
- Medical Officers' Handbook (Immigration Medical Services)
- Occupational Health Nurses Overseas and National Capital Region
- Physicians' Guide
- Program Guidelines — assists all personnel to interpret directives and guidelines issued by Treasury Board, the Department, central and branch headquarters; and gives guidance where no guidelines are available from the above sources (Ontario region)

- Ontario Region Directives
- Regional Interim Directives Manual (Manitoba region)
- South Zone Field Administrative Manual — outlines directives on operational requirements such as glasses, dental, fuel and container reports (Manitoba region)

## Native Health Services Operations

The responsibilities of the directorate include the provision of community health services, hospital and dental services, a national native alcohol abuse program, an Indian Involvement Program and an environmental health and surveillance program.

## Manuals

- Community Health Representatives (CHR) Program — outlines training of new CHRs
- Clinical Guidelines for Medical Services Personnel — a treatment manual for nurses
- Patient Care in Flight — a treatment manual related to air evacuation procedures
- Native Alcohol Abuse Program (Manitoba region)
- Community Health Nursing — a reference and guideline for all public health programs (Saskatchewan region)
- Tuberculosis Manual — a reference and guideline to detect tuberculosis, referral, treatment and follow-up care
- Regional Tuberculosis Manual (Saskatchewan region)
- Drug Distribution Program Manual — describes regulations and procedures on the ordering of drugs
- School Health Curriculum — a reference and guideline for health teaching modules for every school month and vacation time
- Nursing Manual — a reference book for Indian Health Nurses (Atlantic, Manitoba and Saskatchewan regions)

## EDP Systems

- National Activity Reporting System — reports monthly summaries of Community Health Nursing activities. Covers topics such as pre- and post-natal care, family planning, infant and pre-school health and medical examinations (all regions except the Yukon and Northwest Territories). (NHW/NHS-220)
- Dental — captures, processes and presents data on dental services provided by dentists or therapists (systems in Pacific Region, Edmonton and Ottawa only). (NHW/NHS-220)
- Tuberculosis — provides information for controlling treatment of tuberculosis (Pacific region). (NHW/NHS-220)
- Chronic Disease Monitoring — provides information for controlling chronic disease treatments (Pacific, Saskatchewan, Manitoba and Atlantic regions). (NHW/NHS-220)
- Birth Registration — reports place and date of birth, birth weight, mother's age, marital status, residence, details of pregnancy and ethnic origin; data obtained from birth certificate (Pacific, Manitoba, and Atlantic regions). (NHW/NHS-220)
- Death Registration — reports age, sex, residence and medical diagnosis of deceased. Data is obtained from death certificates (Pacific, Manitoba and Atlantic regions). (NHW/NHS-220)
- Immunization Status — records immunization of children and adults for various diseases. Produces monthly reports (Pacific region). (NHW/NHS-220)
- Environmental Contaminants Program — records results of tests for mercury and other contaminants in an individual; reports by region, level of contamination, age and sex. (NHW/NHS-220)
- Indian Master Identification — holds a master file of Registered Indians. (NHW/NHS-220)
- Inventory Control — provides capital assets inventory information (all regions except Saskatchewan and Yukon). (NHW/NHS-220)

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- Address Labels — provides a label writing facility for various distributions, including suppliers, special questionnaires and internal mail (all regions except Ontario, the Yukon and Northwest Territories). (NHW/NHS-220)
- Audio Visual — a charging system used to control and plan for the effective distribution and recovery of audio visual materials used in support of educational, promotional and informative programs. (NHW/NHS-220)
- Contracts and Contributions — a system to record and monitor expenses incurred which directly relate to the provision of medical services in the community (Ontario region). (NHW/NHS-220)

## Health Advisory Services

The Health Advisory Services comprise centralized health-care services in civil aviation medicine, emergency services, prosthetic services and specified advice in the fields of public service health, quarantine and regulatory and immigration medical services to the Department and other federal government departments and agencies.

### Manuals

- Physicians' Guide, Medical Examinations
- Prosthetic Services Operations
- Medical Officer's Handbook
- Immigration Medical Officers Handbook
- Nursing Manual
- Occupational Health Nurses (Overseas region)
- Casualty Simulation
- Disaster Medical Care
- Disaster Nursing in the Student Nurse Curricula
- Emergency Blood Services
- Emergency War Surgery (NATO)
- Environmental Health in Disaster
- Hospital Emergency Planning Manual
- Advanced Treatment Centre
- Blood Donor Pack
- Blood Shadow Depot
- Casualty Collecting Unit
- 50-60 Bed Emergency Hospital
- Hospital Disaster Supplies
- Emergency Public Health Laboratory
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Emergency Hospital (Operating Manuals)
- Development of Community Emergency Welfare Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Institutional Feeding
- Personal Services
- Registry and Inquiry Manual
- The Welfare Centre Kit in Operations

### EDP Systems

- Indo-Chinese Refugees — captures and stores data about all Indo-Chinese refugees entering the country since August 1979; records medical information and the need for medical follow-up. (NHW/HAS-235)

## HEALTH SERVICES AND PROMOTION BRANCH

The branch was formed in 1978 when the previous Health Programs Branch, consisting of the Health Services, Health Resources and Extramural Research Programs directorates, was joined by the Non-Medical Use of Drugs and Nutrition Units from the Health Protection Branch, and Family Planning from the Social Service Programs Branch.

The responsibilities of the branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being, and to provide leadership and co-ordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards, including the administration of federal contributions to the provinces with respect to hospital insurance, medical care and extended health and care services programs.

The assistant deputy minister of the Health Services and Promotion Branch directs a Planning and Management Services Directorate, four operational directorates and a secretariat: the Health Services Directorate, the Health Promotion Directorate, which maintains regional offices in the Atlantic, Québec, Ontario, Prairie and Pacific Regions, the Health Resources Directorate, the Extramural Research Programs Directorate and the Canadian Blood Committee Secretariat.

General information on the operation and programs of the branch may be obtained from the Public Affairs Directorate, Office of the Chief, Branch Administration. As well as the Department Directory of Publications, a Branch Directory of Publications is available.

## Health Services Directorate

The directorate develops and implements, in co-operation with provinces, territories and other federal departments, guidelines and standards for health care services and facilities; provides consulting services to provincial governments and other federal departments; provides financial assistance and consulting services to provinces and voluntary health organizations; provides training, supply and distribution requirements of health personnel and manages programs concerned with health technology, institutional and professional health services, health assessment, community, and mental health.

### Manuals

- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations

## Health Promotion Directorate

The directorate develops and implements programs of health information, education and health promotion. Programs include nutrition, smoking, drugs, alcohol, health risk assessment, women and health, child health, birth planning, school health education, the elderly, and health protection in the work place.

### Manuals

- Health Promotion Contributions Program Guide for Applicants — assists applicants in understanding the mandate and the administrative and financial procedures of the program

## Extramural Research Programs Directorate

The directorate administers the National Health Research and Development Program (NHRDP) in support of health research, demonstration projects, symposia, workshops and conferences, and health research personnel training and development, in order to provide scientific information of the high quality needed by the Department to fulfil its responsibilities.

## DEPARTMENT OF NATIONAL HEALTH AND WELFARE

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### Manuals

- **Projects Guide** — outlines the requirements for applicants for financial assistance under the National Health Research and Development Program
- **Career Awards Guide** — describes candidate requirements for these awards under the National Health Research and Development Program
- **Training Awards Guide** — describes the requirements for candidates who wish to apply for financial assistance to undertake research training under the National Health Research and Development Program

### INCOME SECURITY PROGRAMS BRANCH

The branch was created in 1975, through the amalgamation of the Canada Pension Plan and the Income Maintenance Programs. The latter was responsible for the administration of the Family Allowances and the Old Age Security which included the Guaranteed Income Supplement and the Spouses Allowance.

The objective of the branch is to maintain and improve the social security of Canadians through the programs it administers. These programs are as follows:

**The Canada Pension Plan (CPP)** — a compulsory, contributory social insurance program which provides members of the Canadian labor force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

**The Old Age Security Program (OAS)** — provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement (GIS) for pensioners who have little or no income, as well as by an income-tested Spouse's Allowance (SPA) for spouses, ages 60 to 65, of pensioners in receipt of the Guaranteed Income Supplement.

Under the authority of the *Old Age Security Act* and the Canada Pension Plan, benefit payments are also made to those individuals who are eligible under the terms of international social security agreements concluded with other countries.

**The Family Allowances Program (FA)** — supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

The assistant deputy minister, supported by Finance and Administration, administers two major components of the Income Security Programs: the Policy, Liaison and Development and the Programs Operations, each headed by a director general. The former consists of an ongoing legislative review of the Income Security Programs and the development of policies, directives and guidelines for the administration of these programs. The latter operates the programs benefits delivery system.

General information on the programs administered by the Income Security Programs Branch is available from the Public Affairs Directorate, branch headquarters in Ottawa, as well as from the regional offices across Canada.

### Regional Offices

Regional Director  
Income Security Programs  
310 Pleasantville  
P.O. Box 9430  
St. John's, Newfoundland  
A1A 2Y5  
Telephone: (709) 772-4560

Regional Director  
Income Security Programs  
P.O. Box 1238  
Charlottetown, Prince Edward Island  
C1A 7M9  
Telephone: (902) 566-7860

Regional Director  
Income Security Programs  
Barrington Tower  
Suite 1400, Scotia Square  
Halifax, Nova Scotia  
B3J 3J4  
Telephone: (902) 426-2342

Regional Director  
Income Security Programs  
P.O. Box 250  
633 Queen Street  
Fredericton, New Brunswick  
E3B 4Z6  
Telephone: (506) 452-3306

Assistant Director General  
Income Security Programs  
15 Henderson Street  
Québec, Québec  
G1K 7L5  
Telephone: (418) 694-3158

Assistant Director General  
Income Security Programs  
200 Town Centre Court  
Scarborough, Ontario  
M1P 4X8  
Telephone: (416) 973-4181

Regional Director  
Income Security Programs  
70 Cedar Street South  
P.O. Box 2013  
Timmins, Ontario  
P4N 8C8  
Telephone: (705) 264-9537

Regional Director  
Income Security Programs  
330 Graham Avenue  
Winnipeg, Manitoba  
R3C 4C8  
Telephone: (204) 949-2310

Regional Director  
Income Security Programs  
Dominion Government Building  
1975 Scarth Street  
Regina, Saskatchewan  
S4P 3K4  
Telephone: (306) 359-5654

Regional Director  
Income Security Programs  
Bank of B.C. Building, Room 900  
10055 - 106th Street  
Edmonton, Alberta  
T5J 2Z6  
Telephone: (403) 420-2670



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Regional Director  
Income Security Programs  
1230 Government Street  
Federal Building  
Victoria, British Columbia  
V8W 2P1  
Telephone: (604) 388-3287

The *Access to Information Act* provides accessibility to subject records. These subject documents such as guidelines, directives, policies and procedures are issued and maintained at headquarters in Ottawa. Individuals' files containing personal information are kept in the regions and are accessible under the *Privacy Act*.

## Policy, Liaison and Development

This directorate, through four divisions, is responsible for ongoing Old Age Security, Family Allowances and Canada Pension Plan legislative reviews and updates; for related policy planning and development; for the review and analysis of information programs; and for international liaison for purposes of developing International Social Security Agreements. An additional responsibility is the secretariat service provided to the Canada Pension Plan Advisory Committee.

## Policy, Legislation and Planning Division

This division is responsible for providing policy advice and analysis on income security programs for use by senior management and the Minister, for the development of legislative changes to the three Acts administered by the branch (*Canada Pension Plan*, *Old Age Security Act*, *Family Allowances Act*), and for various planning activities related to the branch's overall mandate.

## Data Development and Analysis Division

This division is responsible for forecasts of program expenditures; for the development of specialized data banks through survey activities; and for program costs and beneficiary estimates for various policy initiatives.

## International Liaison Division

Within the framework of the authority granted by Parliament in the *Old Age Security Act* and the Canada Pension Plan, this division is responsible for developing, drafting and negotiating social security agreements with other countries and administrative arrangements to implement those agreements. The division also co-ordinates the department's activities related to bringing the agreements into force.

## Income Security Programs Development Group

This group has been established to examine the delivery systems of the three programs, to co-ordinate the integration of the programs, and to modernize operations. In a gradual process, over a period of years, this group will oversee changes to equipment, systems and procedures, all designed to improve and streamline service to clientele.

The national Co-ordinator for Income Security Programs Development is responsible for projects and for ensuring the co-ordination and co-operation between this group and Income Security Programs Operations.

## Canada Pension Plan Advisory Committee

The committee is an independent body appointed by Order-in-Council. Its role is to review the operation of the Act, the state of the Canada Pension Plan Investment Fund, and the adequacy of coverage

and benefits under the Plan. The committee reports its findings and makes recommendations to the Minister.

## Programs Operations

This directorate, through five divisions and a network of regional offices and client service centres, is responsible for the administration of the Old Age Security, Canada Pension Plan and Family Allowances programs, for the administrative aspects of appeals and for all aspects of client services.

## Legislation Application and Appeals Division

This division develops administrative policies and guidelines related to the payment of Income Security Programs benefits, and administers the appeals system for dissatisfied applicants and beneficiaries. It is also responsible for the development and delivery of public information programs, as well as for the preparation of ministerial and other correspondence related to Income Security Programs. The division is also responsible for co-ordinating all functions related to the Access to Information and Privacy legislation.

## Regional Programs Operations Co-ordination

This division develops, maintains and documents EDP programs used in the administration of the three Income Security Programs, and provides operational and procedural guidelines and co-ordination for systems and non-systems processing at headquarters and regional offices. It also facilitates data exchanges with other federal departments for the purposes of administering legislation.

## Regional Offices and Client Service Centres

The staff of full-time client service centres, which are located in most major cities across Canada, is responsible for the operation of more than 150 part-time centres in smaller towns and cities. These centres provide information and services to the public in all matters relating to Income Security Programs benefits, including distribution of applications for such benefits.

Each regional office provides administrative and operational support for the network of client service centres under its control. Applications for Income Security Programs benefits, with the exception of Canada Pension Plan disability benefits, from residents within its area of jurisdiction are adjudicated, processed, and the resulting benefit accounts maintained in the regional offices.

## Disability Division

This division is responsible for determining, through the evaluation of an applicant's medical history and profile, eligibility for Canada Pension Plan disability benefits; it is also responsible for the processing and maintenance of all other disability benefit related accounts.

## Canada Pension Plan Central Operations

Central Operations is composed of the Claims and Benefits section and the National Benefits section. Claims and Benefits, in the process of being phased out, is currently responsible for processing benefits for Chatham and Peterborough until such time as the processing function is centralized to these two Ontario areas - November, 1985 and September, 1986 respectively. National Benefits is responsible for the processing of dual accounts (those whose contributions were made to both the Canada Pension Plan and the Québec Pension Plan); Québec residents' accounts (those whose contributions were made to the Canada Pension Plan only, but who now reside in Québec); division of unadjusted pensionable earnings (credit splitting) accounts; those

## DEPARTMENT OF NATIONAL HEALTH AND WELFARE

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accounts affected by the child-rearing drop-out provision; and all accounts which require manual processing of benefits. Central Operations' other responsibilities include the maintenance of record-of-earnings data including the recently introduced contributor information project, as well as the provision of administrative and data management services.

### International Operations

This division, established in 1978, participates in the development and negotiation of administrative arrangements and operational accords, and produces the relevant procedures, application forms and booklets for the administration of international social security agreements. The division also adjudicates and processes all applications which are covered by an international agreement.

### Manuals

- Policy, Liaison and Development Manual — contains procedures to be followed in amending legislation and in bringing international social security agreements into force
- Branch Administrative Directive on Privacy — describes procedures to be followed in processing requests for access to personal information held by the branch
- Canada Pension Plan Appeals Manual — outlines the procedures to be followed in relation to Review Committee hearings under Section 84 of the *Canada Pension Plan Act*
- Canada Pension Plan Benefit Administration Manual — provides detailed legislative interpretation of the *Canada Pension Plan Act* and Regulations
- Canada Pension Plan Record of Earnings and Contributions Data Handbook — describes and decodes the contributor's record of earnings and contributions print
- Canada Pension Plan Record of Earnings Procedures Manual — outlines procedures and guidelines to be followed in correcting errors or omissions identified on an individual record of earnings
- Canada Pension Plan Claims and Benefits Procedures, Volumes 1-3 — outlines operating procedures required for the processing and maintenance of Canada Pension Plan benefit accounts
- Canada Pension Plan Benefit Procedures Manual (Systems) — describes the manner in which the system operates, outlines procedures for the completion of EDP input form and describes the output products produced by the system
- Canada Pension Plan Trusteeship Manual — describes the documentation standards and the procedures to follow in processing a trusteeship request
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems) — describes the several functions and usage of the Client Information Control System
- Proof of Age Manual — describes documentation standards and provides policy guidelines for the determination of age under the Canada Pension Plan and the *Old Age Security Act*
- Old Age Security Procedures Manuals (Systems) — contains detailed processing procedures for the Old Age Security Program
- Old Age Security Policy Manual — incorporates in one volume the *Old Age Security Act*, Regulations and policy for administering the legislation
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines — describes policy guidelines, processing procedures and the operational requirements for processing Guaranteed Income Supplement and Spouse's Allowance renewal application forms
- Family Allowance Policy Manual — incorporates in one volume the *Family Allowance Act*, Regulations and policy for administering the legislation

- Family Allowances Operations Manual — describes operational policy and procedures to be followed for administering the Family Allowances program
- Family Allowances Procedures Manual (Systems) — contains detailed processing procedures for the Family Allowances program
- Old Age Security, Canada Pension Plan and Family Allowances Operational Bulletins — contain operational policy directives amending current policy and introducing new policy for the purposes of administering legislation
- Client Service Centre Manual — describes interviewing techniques, procedures and documentation standards for processing Canada Pension Plan, Old Age Security and Family Allowances applications
- International Operations Procedures Manual — describes procedures to be followed by headquarters staff in processing claims for Social Security benefits under the various international agreements; combines Canada Pension Plan and Old Age Security procedures along with the unique features of International Social Security Agreements which aids staff in processing claims
- International Operations Procedures Manual (Systems) — describes in layman's terms the Canada Pension Plan and Old Age Security EDP systems along with the unique features of International Agreements; aids staff to input information and analyze the computer output
- International Operations Client Service Centre Manual — describes international social security agreements in force, and procedures to be followed by Client Service Centre staff in processing applications submitted under an agreement

### EDP Systems

- Canada Pension Plan and International Agreements — a centralized system for maintaining records on earnings, and contributions, as well as on retirement, disability, death and survivor benefits
- Income Security Programs telecommunications system — a public telecommunication network which facilitates communication between terminals in Client Service Centres and the headquarters data centre. (NHW/ISP-355)
- OAS and GIS Cheque Issue — a decentralized file maintenance and cheque issue system for pensioners in all provinces eligible for Old Age Security and corresponding Guaranteed Income Supplement and Spouse's Allowance. (NHW/ISP-375)
- GIS and National Revenue (Taxation) Discrepancy Verification — identifies income discrepancies of Guaranteed Income Supplement recipients based on a comparison with Revenue Canada (Taxation) data. (NHW/ISP-370)
- Family Allowance Cheque Issue — a decentralized file maintenance and cheque issue system for families with children, as well as for institutions or agencies caring for children and eligible for special allowances
- Family Allowances On-line Alpha Index — a retrieval system of family allowances information necessary to identify names and addresses of beneficiaries of special cheques, and necessary to locate account numbers when no account numbers are included in letters from correspondents. The index is computerized in Ontario and Québec only; it is maintained manually in other provinces

### SOCIAL SERVICE PROGRAMS BRANCH

The branch was formed in 1975 with the amalgamation of the Social Allowances and Services and the Developmental Programs Branches to give single direction to all social service programs.

The responsibility of the branch is the development, promotion and support of measures designed to improve the social well-being of



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Canadians by providing advice to and co-operating with the provinces and territories to ensure national social services standards.

The assistant deputy minister of the Social Service Programs branch administers a Finance and Administration Directorate, the Canada Assistance Plan Directorate and the Social Development Directorate. The Canada Assistance Plan Directorate and the New Horizons Program, which is part of the Social Development Directorate, maintain field offices in each province.

General information on the operation and programs of the Social Services Programs Branch may be obtained from the Public Affairs Directorate, at headquarters in Ottawa, and the field offices of the Canada Assistance Plan. Information from field offices is available by writing to the Information Officer, Canada Assistance Plan Field Office, at one of the following addresses:

Department of Social Services  
Confederation Building  
St. John's, Newfoundland  
A1C 5T7  
Telephone: (709) 576-3606

Department of Social Services  
P.O. Box 696  
Halifax, Nova Scotia  
B3J 2T7  
Telephone: (902) 424-6763

Department of Social Services  
P.O. Box 6000  
Fredericton, New Brunswick  
E3B 5H1  
Telephone: (506) 452-3344

Ministry of Social Affairs  
4th Floor  
1005, Chemin Ste-Foy  
Québec, Québec  
G1S 4N4  
Telephone: (418) 643-3329

Ministry of Community and Social Services  
4th Floor, Hepburn Building  
Queen's Park  
Toronto, Ontario  
M7A 1E9  
Telephone: (416) 965-5011

Department of Community Services and Corrections  
270 Osborne Street North  
Winnipeg, Manitoba  
R3C 1V7  
Telephone: (204) 944-3286

Department of Social Services  
Room 920, Chateau Tower  
1920 Broad Street  
Regina, Saskatchewan  
S4P 3V6  
Telephone: (304) 565-3595

Department of Social Services and Community Health  
Centre West Building  
10035-108th Street  
Edmonton, Alberta  
T5J 3E4  
Telephone: (403) 427-7942

Health and Welfare Canada  
Room 239  
816 Government Street  
Victoria, British Columbia  
V8W 1W9  
Telephone: (604) 388-3285

### Manuals

- Branch Procedures Manual

### Canada Assistance Plan Directorate

The Canada Assistance Plan is a shared-cost program through which Canada pays 50 per cent of the cost to provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve the employability of persons who have employment difficulties. The Director General of the Plan administers three divisions: Social Assistance and Services; Policy, Planning and Liaison; and Program Finance and Operations.

### New Horizons Directorate

The directorate enables groups of retired seniors to participate in activities designed to overcome social isolation and to benefit seniors, other Canadians and the community.

### Manuals

- New Horizons Program Procedures Manual
- New Horizons Guidelines for Project Accounting

### EDP Systems

- New Horizons Management Reporting — maintains basic data on New Horizons projects to facilitate their control; retrieves project information in response to ad hoc queries. (NHW/NHD-400)

### Social Development Directorate

The directorate provides consultation and information services and undertakes policy development activities to enhance the development of social services in Canada.

### EDP Systems

- Adoption Desk — matches prospective parents and children available for adoption who were not successfully placed through provincial systems. (NHW/SDD-405)

### National Welfare Grants Division

The role of the directorate is to promote improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations) for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

### Manuals

- National Welfare Grants Reference Manual

### Fitness and Amateur Sport Branch

Fitness and Amateur Sport was established by an Act of Parliament in 1961. Under the terms of the Act, its purpose is to promote, encourage and develop fitness and amateur sport in Canada. Fitness and Amateur Sport pursues these purposes through the activities of its two program areas, Fitness Canada and Sport Canada. Both fulfil their functions primarily through the provision of financial contributions and consultative assistance to national sport and recreation organizations and agencies.

General information on the operation and programs of the Fitness and



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Amateur Sport Branch may be obtained from the departmental Public Affairs Directorate and branch headquarters in Ottawa.

## The Corporate Management Branch

The Corporate Management Branch is responsible for providing a full range of personnel, information and administrative services for the effective integration of planning, resource allocation and expenditure control activities; and for implementation of management practices throughout the Department. The branch is the departmental liaison with such federal agencies as the Treasury Board and the Office of the Comptroller General. The branch is directed by an assistant deputy minister who heads seven directorates: Corporate Planning and Management Practices, Financial Administration, Personnel Administration, Administrative Services, Public Affairs, Informatics and Internal Audit. Descriptions of the classes of records and topics pertaining to this administrative area of the Department are reported in the Access Register under Standard Classes of Records.

### Corporate Planning and Management Practices

This directorate is responsible for the departmental management framework, with particular emphasis on the establishment and operation of a planning system, the co-ordination and control of a program to improve management practices and the co-ordination and integration of corporate management systems.

### Financial Administration

This directorate is responsible for ensuring that policies and systems of financial administration are established, maintained and operated; for exercising financial and budgetary controls and co-ordination of departmental operations; and for advising senior departmental management on financial management matters.

#### Manuals

- Financial Management Manual

### Personnel Administration

This directorate is responsible for assisting departmental managers in achieving their overall program objectives and in discharging their responsibility for personnel management by providing services and advice in personnel matters and by providing for the fair and equitable treatment of employees. It also ensures that the delegated managers and personnel administrators exercise their authority in a responsible manner. The directorate is comprised of six bureaux: Staff Relations and Compensation; Classification and Organization; Staffing Management; Human Resources Development; Official Languages; and Management Services. Of eight area personnel units, two are located in the National Capital Region and six in the regions: Atlantic, Québec, Ontario, Prairie, Alberta and Pacific.

#### Manuals

- Departmental Personnel Manual
- Reference and Training Manual — Pay and Benefits
- Training and Career Development Programs — Standing Instructions Manual
- Personnel Administrative Manual

### Administrative Services

This directorate is responsible for the development and implementation of effective departmental policies, guidelines and systems for the following services: Accommodation, Materiel, Departmental Library, Records, Paperwork and Security. It is also responsible for the provision of advice, functional guidance and/or

direction to the administrative areas of program branches. It represents the Department on administrative issues to central government agencies and private enterprise.

#### Manuals

- NHW 401 — Materiel Management Manual
- NHW 404 — General Administration Management Manual
- Departmental Security Manual
- Records Management Manual

### Public Affairs

This directorate is responsible for public awareness of the Department's objectives and programs, for the proper use of communications resources; and for advice and services on communications matters. It is comprised of two divisions: Creative Services, and Media and Promotion Services.

The Creative Services division provides technical and professional advice and production services to branches in the fields of editing, publishing, audio-visual and advertising and in the planning and implementation of corporate public affairs programs. The Media and Promotion Services division provides similar advice and support to branches in the fields of media relations, special events and public enquiries (including public affairs support in the regions); it also assists in the planning and implementation of corporate public affairs programs. Service is provided to the public through headquarters facilities in Ottawa as well as six regional offices: Vancouver, Edmonton, Winnipeg, Toronto, Montréal and Halifax.

#### Manuals

- NHW 404 — General Administration Management Manual

### Informatics

This directorate is responsible for the development, implementation and maintenance of all policies, guidelines, and standards related to electronic data processing, office automation and related telecommunication, and on an ongoing basis, monitoring their application throughout the Department. It also ensures the co-ordination of long-range systems planning throughout the Department; the provision of consultative and advisory services to all branches; and the development and maintenance of Department-wide information systems.

### Internal Audit

This directorate, divided into a Management and Support component and an Audit Operations component, appraises the control framework applicable to departmental programs and objectives; the efficiency of departmental operations, systems and procedures; and the measures of efficiency and effectiveness used by management. It provides the deputy minister and senior managers with an assessment of the Department's operations and the integrity with which public funds are acquired and expended.

#### Manuals

- NHW 404 — General Administration Management Manual
- Audit Manual

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## Classes of Records

NHW/SAP-005 *Formerly Identified as:* HWC-10

### Program Evaluation

*Description:* Information on the establishment and operation of the evaluation function. *Topics:* Compliance with the Office of the Comptroller General (OCG) Guidelines and the Treasury Board of Canada Secretariat (TBC) Policies; committees; evaluation seminars; departmental and branch plans; evaluation assessments and studies; methodologies; consultants; organization; and U.S. evaluations.

NHW/SAP-010 *Formerly Identified as:* HWC-20

### Privacy Co-ordination

*Description:* Files on requests for access to personal information under the *Privacy Act* and the denial of such requests. *Topics:* Information and privacy policy; correspondence; exemptions; medical records; Privacy Index; annual reports; new information banks; inventory; procedures and opinion surveys.

NHW/SAP-015 *Formerly Identified as:* HWC-30

### Status of Women

*Description:* Information on health and social issues of concern to women. *Topics:* Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; occupational health; maternity; family; family violence; reproductive health; employment; taxation; minority and immigrant women; rural women; women's health research; pensions; poverty; aging; disabled women; social and support services.

NHW/SAP-020 *Formerly Identified as:* HWC-40

### Regulatory Reform Liaison

*Description:* Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings. *Topics:* Amendments to regulations; regulatory reform; socioeconomic impact analysis.

NHW/SAP-025 *Formerly Identified as:* HWC-50

### Social Policy Development

*Description:* Information on a wide range of health, welfare and social security programs and policies, containing internal memoranda, reports, articles, speeches, discussion papers, statistical tables, briefing books, minutes of meetings and policy critiques. *Topics:* Social, economic, and health policy issues; social security; social welfare and health programs; international social security agreements; research studies and proposals; the Social Security Review (1973 to 1977); Health and Welfare conferences; Canadian and international organizations.

NHW/SAP-030 *Formerly Identified as:* HWC-60

### Access to Information

*Description:* Information on departmental policy guidelines, authority, organizational structure and processes; implementation rules and procedures; analysis of demands for information and cost implications; evaluation criteria and statistics; briefing and training materials; and definitions concerning access to information. *Topics:* Public right of access to departmental information; description and communication to the public of the information held in the Department; effective and economic service to the public with respect to access to information; departmental criteria for applying exemptions and third-party notification; analysis and review of complaints and enquiries by the Information commissioner and the Federal Court; compliance and performance reports; reference material on access to information in the area of health and welfare in Canada and abroad.

NHW/PNO-035 *Formerly Identified as:* HWC-70

### Nursing

*Description:* Information on co-operation and liaison with national, provincial and territorial nursing groups and development of standards of nursing practices. *Topics:* Co-operation and liaison with

associations, clubs, societies, the Canadian Nurses' Association, provincial registered nurses' associations; committees, conferences, meetings; program areas; federal departments; agencies, universities, colleges and schools.

NHW/IIA-040 *Formerly Identified as:* HWC-80

### International Health

*Description:* Information on international relations by country and by organization. *Topics:* United Nations Commission on Narcotic Drugs; World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization (PAHO); the Commonwealth; bilateral and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-045 *Formerly Identified as:* HWC-90

### International Social Affairs

*Description:* Files on international relations by country. *Topics:* United Nations General Assembly, Economic and Social Council, Commission for Social Development; International Years and Conferences; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-050 *Formerly Identified as:* HWC-100

### Non-Governmental Organizations

*Description:* Information on health and welfare organizations. *Topics:* Health organizations, such as the Canadian Medical Association and the Canadian Nurses Association; welfare organizations, such as the International Council on Social Welfare; and social affairs organizations, such as the International Social Security Association.

NHW/IIA-055 *Formerly Identified as:* HWC-110

### International Social Security Agreements

*Description:* Files on such agreements. *Retrievability:* Listed by country.

NHW/IIA-060 *Formerly Identified as:* HWC-120

### Federal-Provincial-Territorial and Interdepartmental Liaison

*Description:* Information on federal-provincial conferences of health ministers, federal-provincial conferences of welfare ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments.

NHW/IIA-065 *Formerly Identified as:* HWC-130

### Management Information

*Description:* Documentation on other countries in the fields of health, welfare and social affairs; exchange of information between Canada and international organizations; personnel exchanges and visits between Canada and other countries. *Retrievability:* By country and by organization.

NHW/PPI-070 *Formerly Identified as:* HWC-150

### Science Policy

*Description:* Information on science policy in the health and welfare field. *Topics:* Medical research; scientific activities.

NHW/PPI-075 *Formerly Identified as:* HWC-160

### Information Systems

*Description:* Information on federal and provincial social programs, particularly departmental programs and socioeconomic information drawn from the Census, special surveys and other sources. *Topics:* Social security statistics; Health Program statistics; Welfare Program statistics; socioeconomic conditions. *Special Access Note:* Much of the information is machine readable.



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NHW/PPI-080 *Formerly Identified as:* HWC-170

### **Welfare Policy**

*Description:* Information on research undertaken on income and employment issues and on analysis of proposed initiatives in the welfare field. *Topics:* Income security; employment policy; pensions; economic trends; income trends.

NHW/PPI-085 *Formerly Identified as:* HWC-180

### **Health and Social Services Policies**

*Description:* Information on research undertaken on health and social service issues and on analyses of proposed initiatives in the health field. *Topics:* Hospital care; medical care; health regulations; health policy; social services; social trends.

NHW/NCW-090 *Formerly Identified as:* HWC-181

### **Welfare**

*Description:* Reports by the Council. *Topics:* Income security; taxation; the working poor; children in poverty; single-parent families; social employment; social services; community organization; nutrition; legal aid/legal services; low-income consumers; poor people's groups; poverty coverage in the press.

NHW/ACA-095 *Formerly Identified as:* HWC-182

### **Aging**

*Description:* Information on subjects related to the quality of life of older Canadians. *Topics:* Policy statements; reports; writings in gerontology; quarterly newsletter.

NHW/OWG-100 *Formerly Identified as:* HWC-183

### **1988 Olympic Winter Games**

*Description:* Information and correspondence. *Topics:* Files on parliamentary matters and intergovernmental relations with the provinces and the City of Calgary; information on former Olympic Games; correspondence with Olympic organizations; information on departmental co-ordination of services and federal financial assistance.

NHW/FDI-105 *Formerly Identified as:* HWC-190

### **Food**

*Description:* Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments. Also, they include records on programs relating to the nutritional quality of the food supply and to nutrition. *Topics:* Compliance; codex alimentarius; food standards; food ingredients; statistical analysis.

NHW/FDI-110 *Formerly Identified as:* HWC-200

### **Chemical Safety**

*Description:* Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. *Topics:* Food additives; chemical contaminants; agricultural chemicals; mycotoxins; packaging materials; incidental additives; natural food components.

NHW/FDI-115 *Formerly Identified as:* HWC-210

### **Microbial Hazards**

*Description:* Files on the microbial hazards in the food supply, including the development of a methodology to determine the type and extent of micro-organisms and extraneous matter in foods; the evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and the promotion of voluntary compliance by manufacturers. *Topics:* Micro-organisms; microbial toxins; paralytic shellfish poisoning; contaminated foods; food poisoning; extraneous matter; submission; potentially hazardous foods.

NHW/FDI-120 *Formerly Identified as:* HWC-220

### **Nutrition**

*Description:* Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers to standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients; nutritional quality of food; nutritional surveillance.

NHW/DDI-125 *Formerly Identified as:* HWC-230

### **Non-Prescription Drugs**

*Description:* Information on applications for the registration of proprietary medicines. Also, a review of the safety, efficacy and quality of other over-the-counter drugs and their availability. *Topics:* Disinfectants; vitamins; minerals; advertising; labelling; drug identification numbers.

NHW/DDI-130 *Formerly Identified as:* HWC-240

### **Human Prescription Drugs**

*Description:* Files on the overall drug regulations and policy guidelines, as well as the safety, efficacy, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drug analysis; research; testing; colouring; exports and imports; distribution; quality control; vaccines; remedies; in vivo diagnostics; treatments; additives; research projects; studies; surveys; non-medical use of drugs; emergency drugs; reagents; statistical analysis.

NHW/DDI-135 *Formerly Identified as:* HWC-250

### **Cosmetics**

*Description:* Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and enquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics; additives; preservatives; contamination; cosmetic notification.

NHW/DDI-140 *Formerly Identified as:* HWC-260

### **Veterinary Drugs**

*Description:* Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary medicines; chemotherapy of animal disease; medication of livestock feeds; advertising; labelling.

NHW/DDI-145 *Formerly Identified as:* HWC-270

### **Biological Drugs**

*Description:* Information on the licensing of biological drugs. *Topics:* Licensing; testing; plant inspections; submissions; plant master files.

NHW/DDI-150 *Formerly Identified as:* HWC-280

### **Narcotics, Control and Restricted Drugs**

*Description:* Contains information on the medical and scientific use of psychoactive drugs; misuse and abuse; monitoring of distribution; diversion of legal drugs. *Topics:* Co-operation and liaison with provincial licensing bodies and professional associations; purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists; analysts and researchers, transportation and shipment; illicit use and trafficking; hospitals and penitentiaries; military medical establishments; enforcement investigating and prosecution; United Nations Narcotic Commission; legal agents; co-operating liaison with other federal and provincial departments, foreign countries, educational institutions; prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others.



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NHW/CDC-155 *Formerly Identified as:* HWC-290

### **Tobacco**

*Description:* Files on the development of control policies regarding the social use of tobacco, by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize the health consequences of tobacco. *Topics:* Tobacco — monitoring of use and attitudes, health effects, chemical properties, sale, and legislation.

NHW/CDC-160 *Formerly Identified as:* HWC-300

### **Psychoactive Drugs**

*Description:* Information on the development of control policies regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. *Topics:* Cannabis, psychoactive drugs — monitoring of use and attitudes, health effects, and legislation.

NHW/CDC-165 *Formerly Identified as:* HWC-310

### **Epidemiology**

*Description:* Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable diseases; non-communicable diseases; epidemiology; product-related diseases; disease surveillance and control; congenital anomalies; community-acquired infection; nosocomial-acquired infection; laboratory infection.

NHW/CDC-170 *Formerly Identified as:* HWC-320

### **Poison Control**

*Description:* Files on the provision of advice to poison control centres and provincial departments of health; the collection and distribution of information on hazardous substances; and the prevention and treatment of poisoning. *Topics:* Poison control; promotion; prevention; reports.

NHW/CDC-175 *Formerly Identified as:* HWC-330

### **Suspected Adverse Drug Reactions**

*Description:* Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected adverse drug reactions.

NHW/CDC-180 *Formerly Identified as:* HWC-340

### **Medical Biochemistry**

*Description:* Information on standardization in laboratory medicine, especially clinical chemistry and immunochemistry; neonatal screening for hypothyroidism; research into definitive and reference methods in clinical chemistry and immunochemistry; and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Neonatal screening; quality assurance in laboratory medicine; definitive and reference methods; reference standard materials; clinical chemistry; routine diagnostic methods; immunochemistry; research.

NHW/CDC-185 *Formerly Identified as:* HWC-350

### **Microbial Diseases**

*Description:* Information on diseases produced in humans in response to infections by microbial agents and the immune response. *Topics:* Enteric infections; respiratory infections; parasitic infections; fungus infections; bacterial infections; sexually-transmitted diseases; antibiotic resistance; tropical diseases; viral infections; infectious disease surveillance; influenza; hepatitis; tuberculosis; arbovirus infections; viral and bacterial antigens.

NHW/EHD-190 *Formerly Identified as:* HWC-360

### **Chemical Hazards**

*Description:* Information on hazards associated with chemicals and microbiological agents in the workplace, the indoor and ambient environment; and consumer products. *Topics:* Air; water; consumer products; industrial chemicals; pest control products; acid rain.

NHW/EHD-195 *Formerly Identified as:* HWC-370

### **Medical Devices**

*Description:* Files on the safety and effectiveness of device inventions; the development of essential performance and safety standards; and the corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device recalls and problems, performance and test data; class studies; standards; notification; media broadcast scripts; interactions with provincial departments and associations; advisory committees; coroners' inquests; regulations; international transactions.

NHW/EHD-200 *Formerly Identified as:* HWC-380

### **Occupational Radiation Hazards**

*Description:* Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry.

NHW/EHD-205 *Formerly Identified as:* HWC-390

### **Environmental Radioactivity Hazards**

*Description:* Information on radioactivity emissions from nuclear reactors; population exposure to radioactive fallout; and natural background radiation. *Topics:* Reactors; population exposure; uranium mining; uranium refining; environment; radioactive waste storage.

NHW/EHD-210 *Formerly Identified as:* HWC-400

### **Consumer and Clinical Radiation Hazards**

*Description:* Files on the assessment of radioisotope licences; testing and evaluation of X-ray devices; consumer products; inspections, assessment and compliance of radiopharmaceuticals; occupational exposure and surveys. *Topics:* Radioisotopes; licences; X-rays; non-ionizing radiation; radiation medicine; radiopharmaceuticals; applications for the use of radionuclides in humans.

NHW/FOD-215 *Formerly Identified as:* HWC-410

### **Field Activities - Food, Drugs, Cosmetics and Devices**

*Description:* Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* Consumer product complaints; plant inspection; analysis; sampling; imports and exports; educational activities; surveys; compliance promotion.

NHW/NHS-220 *Formerly Identified as:* HWC-420

### **Indian and Northern Health Services**

*Description:* Information on operations, policy, planning and evaluation of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community health services, including treatment and public health activities; alcohol and drug abuse programs; dental services; hospital services; environmental health and surveillance; native involvement; administration.

NHW/HAS-225 *Formerly Identified as:* HWC-430

### **Public Service Health**

*Description:* Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program and first aid and emergency treatment. *Topics:* Environmental surveillance: methods, requirements, reports of inspections carried out; medical examinations: pre-employment and periodic, examinations for superannuation purposes, techniques, requirements,

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special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services - Employee Assistance Program: policies, training, techniques, conferences, first aid and emergency treatment.

NHW/HAS-230 *Formerly Identified as:* HWC-440

### **Prosthetic Services**

*Description:* Files on the rehabilitation of the physically handicapped by providing custom-made, medically prescribed prosthetic and orthoptic appliances, orthopaedic boots and other devices. This includes fitting, production, manufacturing, purchasing, warehousing and distribution of these devices, providing consultation to the clinical teams and training of technical staff. *Topics:* Transfer of prosthetic services; individual patients (personal and medical); sales, manufacturing, fitting, warehousing and training.

NHW/HAS-235 *Formerly Identified as:* HWC-450

### **Immigration Medical Services**

*Description:* Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the *Immigration Act* and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the *Immigration Act* and various Orders-in-Council; and provision of medical advice to Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and liaison; medical examination of immigrants; diseases in immigrants; passed cases; immigration medical review board; immigration medical records.

NHW/HAS-240 *Formerly Identified as:* HWC-460

### **Quarantine Services**

*Description:* Files on the monitoring of outbreaks of exotic, dangerous, communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance program and diseases.

NHW/HAS-245 *Formerly Identified as:* HWC-470

### **Regulatory Services**

*Description:* Information on regulatory function of ensuring that organizations under federal jurisdiction, not covered by other legislation, conform to established health and sanitary standards. *Topics:* Surveillance program.

NHW/HAS-250 *Formerly Identified as:* HWC-480

### **Civil Aviation Medicine**

*Description:* Files on medical assessment and medical standards, air accident and incident investigation, safety promotion and research and development. *Topics:* Aviation Medicine Review Board records; electrocardiographic records (Department of Transport); Air Traffic Services medical files; aircraft accident or incident; research and development project; contentious cases; international liaison.

NHW/HAS-255 *Formerly Identified as:* HWC-490

### **Emergency Services**

*Description:* Files on the functions of this planning and co-ordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; co-ordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; federal-provincial co-ordination and consensus are assured by the annual Federal-Provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. *Topics:* Establishment, development and

maintenance of a national capability to provide essential health and social services in an emergency; establishment and maintenance of a stockpile of health and welfare supplies as part of the department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained.

NHW/HSD-260 *Formerly Identified as:* HWC-500

### **Health Technology**

*Description:* Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services. *Topics:* Dental; breast cancer; cervical cytology; coronary artery surgery; hysterectomy; hypertension; multiphasic screening; nomenclatures.

NHW/HSD-265 *Formerly Identified as:* HWC-510

### **Community Health**

*Description:* Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care. *Topics:* Community Health Services; Provincial Health Centres; Commissioned Papers; the Hastings Report.

NHW/HSD-270 *Formerly Identified as:* HWC-520

### **Mental Health**

*Description:* Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces. *Topics:* Psychology; suicide; mental health nursing; social work; mental diseases; hospitals, clinics, community centres; consultations with provincial governments and voluntary agencies; manuscripts (Canada's Mental Health).

NHW/HSD-275 *Formerly Identified as:* HWC-530

### **Child and Adult Health**

*Description:* Information on consulting services in medical and health related matters, such as medico-social matters affecting child and adult population, therapeutic abortion studies, handicapped children and infant mortality. *Topics:* Diseases; health hazards; health services; thalidomide; abortion; child health; child abuse.

NHW/HSD-280 *Formerly Identified as:* HWC-540

### **Family Planning**

*Description:* Information on support for the training of family planning workers; care funding for community-based family planning services; The National Family Planning Information Centre; and funding to provinces, municipalities, universities or voluntary agencies for research, services, training or demonstration purposes. *Topics:* Population; consulting services; films and scripts.

NHW/HSD-285 *Formerly Identified as:* HWC-550

### **Training of Health Personnel**

*Description:* Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physicians; nursing; dental personnel.

NHW/HSD-290 *Formerly Identified as:* HWC-560

### **Rehabilitation**

*Description:* Information on encouraging and facilitating the development of programs in the community that emphasize primary care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and anomalies; hospitals; treatment centres; rehabilitation; personnel.



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NHW/HSD-295 *Formerly Identified as:* HWC-570

### Dental Health

*Description:* Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of the federal government to professional associations and provincial governments. *Topics:* Demand for dental services; dental personnel; dental hygienists; fluoridation.

NHW/HSD-300 *Formerly Identified as:* HWC-580

### Clinical Nutrition

*Description:* Files on food habits of groups or individuals; nutrition-related diseases; counselling services for groups or individuals; and evaluation of community nutrition services. *Topics:* Foods; deficiency diseases; counselling.

NHW/HSD-305 *Formerly Identified as:* HWC-590

### Abortion

*Description:* Information on abortion studies; eligibility; and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and reports; abortion committees in hospitals and agencies.

NHW/HPD-310 *Formerly Identified as:* HWC-600

### Nutrition

*Description:* Information on efforts to increase awareness and promote the adoption, by the public and professionals, of nutrition practices which include eating a variety of foods from the four groups, balancing physical activity and energy intake and eating less fat, sugar and salt. *Topics:* Nutrition composition of foods; the School Lunch Program; senior adults survey; Eat Better and Feel Great.

NHW/HPD-315 *Formerly Identified as:* HWC-610

### Tobacco

*Description:* Public information programming on the benefits of non-smoking. *Topics:* Cessation methods; centres and clinics; surveys; liaison with industry; voluntary health organizations.

NHW/HPD-320 *Formerly Identified as:* HWC-620

### Alcohol Abuse

*Description:* Files on public information and community section projects promoting moderation in the use of alcoholic beverages. *Topics:* Liaison with industry; alcohol programs; the Advertising Code; Dialogue on Drinking.

NHW/HPD-325 *Formerly Identified as:* HWC-630

### Health Hazard Appraisal

*Description:* Information on measures of health and lifestyle against standards or risks and norms used by health professionals. *Topics:* Health hazard appraisals.

NHW/HPD-330 *Formerly Identified as:* HWC-640

### Research, Treatment and Development Program

*Description:* Information on contributions to voluntary, professional and provincial agencies to support scientific activities. *Topics:* Alcohol; Tobacco and Drug Resources Fund; research on drug abuse; research, treatment and development program; summer resources fund.

NHW/ERD-335 *Formerly Identified as:* HWC-710

### National Health Research and Development Program (NHRDP)

*Description:* Records on grants and contributions in support of health research activities. *Topics:* Research activities supported by the NHRDP fall into the following topic categories: the health care system; environmental health; the health consequences of human behaviour; and the health status of selected populations.

NHW/ISP-340 *Formerly Identified as:* NO REFERENCE  
**Policy, Legislation and Planning (New)**

*Description:* Information on the review and update of legislation, and the development and analysis of policy. *Topics:* Historical and background documents; public and private pension plans; Social Security review; Canada Pension Plan/Québec Pension Plan; Income Security Statutory Legislation.

NHW/ISP-345 *Formerly Identified as:* NO REFERENCE  
**Statistics and Trends Analysis (New)**

*Description:* Research information used in program review and development. *Topics:* Data sources and statistical information; studies, surveys, reports on public and private pension plans; client sample surveys; disability protection survey.

NHW/ISP-350 *Formerly Identified as:* NO REFERENCE  
**Agreements — International Social Security (New)**

*Description:* Information on Canada's objectives in social security agreements; information on the process for developing and implementing social security agreements; information on model provisions for agreements and administrative arrangements; information on the social security systems of other countries. *Topics:* Social security agreements in effect and administrative arrangements related to them by country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes. *Retrievability:* By country.

NHW/ISP-355 *Formerly Identified as:* NO REFERENCE  
**Systems Development (New)**

*Description:* Information on the review and redesign of the Income Security Programs delivery systems and procedures, including information related to the telecommunications system. *Topics:* Systems studies; projects; reports and recommendations; EDP telecommunications system.

NHW/ISP-360 *Formerly Identified as:* NO REFERENCE  
**Canada Pension Plan Advisory Committee (New)**

*Description:* Information on the Committee's administrative aspects. *Topics:* Appointments to the Advisory Committee; sub-committee and committee reports.

NHW/ISP-365 *Formerly Identified as:* NO REFERENCE  
**Legislation — Interpretation; Application; Appeals Administration (New)**

*Description:* Information on legislative interpretations and related administrative policy; appeals administration; public information programs; Federal-Provincial Agreements and Access to Information and Privacy legislation; policies and procedures. *Topics:* Income Security Programs legislative interpretations and related administrative policies and directives; information programs and advertising; annual reports; appeals administration; Federal-Provincial agreements; Access to Information and Privacy.

NHW/ISP-370 *Formerly Identified as:* NO REFERENCE  
**EDP Programs Co-ordination and Maintenance (New)**

*Description:* Information on EDP programs and systems used in the administration of Income Security Programs; information on administrative aspects of regional programs co-ordination related to delivery of Family Allowances, Old Age Security and Canada Pension Plan benefits. *Topics:* Internal memoranda, directives procedures and guidelines on regional programs operations; Canada Pension Plan and International Agreements EDP systems; Family Allowances cheque issue system and on-line index retrieval system; Old Age Security and Guaranteed Income Supplement cheque issue system and on-line index retrieval system; Guaranteed Income Supplement and Revenue Canada Taxation Discrepancy Verification system.



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NHW/ISP-375 *Formerly Identified as:* NO REFERENCE

### **Regional Operations — Client Services (New)**

*Description:* Information on the entitlement, payment and maintenance of accounts for the Family Allowances, Old Age Security and Canada Pension Plan benefits. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for regular Family Allowances and Special Allowances; Old Age Security, Guaranteed Income Supplement and Spouse's Allowances; Retirement, Survivors', Orphans' and death benefits; individual applicant and beneficiary records. *Special Access Note:* Canada Pension Plan benefits payable to Chatham and Peterborough residents are administered by the Canada Pension Plan Central Operations division.

NHW/ISP-380 *Formerly Identified as:* NO REFERENCE

### **Disability Determination — Benefit Administration (New)**

*Description:* Information on the determination of disability (medical) for purposes of administering the Canada Pension Plan disability benefits. *Topics:* Historical information on development of medical aspects of the plan; liaison with medical groups, associations and disability programs other than Canada Pension Plan; individual applicant and beneficiary records.

NHW/ISP-385 *Formerly Identified as:* NO REFERENCE

### **Canada Pension Plan Benefit Administration — Central Operations (New)**

*Description:* Information on the record of earnings and contributions of Canada Pension Plan contributors; contributor information project; entitlement, payment level and maintenance data of Chatham and Peterborough accounts; dual contributors; Québec residents accounts; division of unadjustable pensionable earnings and (credit splitting) accounts; child rearing drop-out accounts; continuous manual cheque issue accounts. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of above-mentioned accounts; above-mentioned individual applicant and beneficiary records; procedures on the maintenance of record of earnings and contributors; accounting data and T4 issuance data.

NHW/ISP-390 *Formerly Identified as:* NO REFERENCE

### **International Operations (New)**

*Description:* Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements; the entitlement, payment and maintenance of International Agreement Accounts for Old Age Security and Canada Pension Plan benefits. *Topics:* Administrative arrangements and operational accords; internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for the Old Age Security and Canada Pension Plan programs; International Social Security Agreement booklets; individual applicant and beneficiary records. *Retrievability:* By country.

NHW/CAP-395 *Formerly Identified as:* HWC-760

### **Canada Assistance Plan**

*Description:* Information on the administration of the Canada Assistance Plan, Part I and Part III, *Vocational Rehabilitation of Disabled Persons Act*, *Blind Persons Act*, Nursing Home Care Benefits Program, Indian Welfare Agreements (Ontario), Young Offenders Program and Section 45 of the *Excise Tax Act*; shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. *Topics:* Disabled Persons Allowance; Blind Persons Allowance; grants and welfare organizations; nursing home care; young offenders; vocational rehabilitation of disabled persons; research in vocational rehabilitation; welfare services and work activity; old age assistance; unemployment assistance; remission orders.

NHW/NHD-400 *Formerly Identified as:* HWC-770

### **New Horizons**

*Description:* Files on the distribution of federal funds to groups of retired Canadians. *Topics:* Information and liaison; program development; and operations.

NHW/SDD-405 *Formerly Identified as:* HWC-790

### **Social Services Development**

*Description:* Consultation and information services and policy development activities in the areas of children and youth services, day care, divorce counselling and mediation, family violence, disabled persons, community services, aging, home support, international and interprovincial adoptions, voluntary action and social services delivery. *Topics:* All of the above services.

NHW/WGD-410 *Formerly Identified as:* HWC-800

### **Welfare Grants**

*Description:* Information on the funding of professorships, fellowships and research projects. *Topics:* Visiting Professorship Plan; national welfare fellowships; welfare research fellowships; welfare research projects; Welfare Research Advisory Committee.

NHW/FAS-415 *Formerly Identified as:* HWC-810

### **Sport Canada**

*Description:* Information on financial and technical support and services to national agencies and individuals to encourage, promote and develop activities directed toward the pursuit of excellence in amateur sport. *Topics:* National Sports and Recreation Centre; Sports Pool Program; provincial-federal and international liaison; national and professional organizations; consulting firms; local and regional liaison; provincial sports associations; provincial grants; educational grants; Hockey Canada; Game Plan Athlete Assistance Program; special projects; Sport Exhibition Program; halls of fame; Women's Program; Conseil Permanent de la Médecine Sportive des Pays d'expression française; the Olympics; application to host the Games; hosting of Olympic Games; Sport Canada's participation in the Olympics; Montréal 1976; intensive care of athletes; 1976 development planning policy, Olympic facilities; committees; Canadian Olympic Association; Olympic alternative; Canada Games; Interprovincial Games; provincial games; Pan-American Games; World Student Games; Maccabiah Games; Hapoel Games; Indianapolis-Scarborough Peace Games; Festival International de la Jeunesse Francophone; Commonwealth Games; Arctic Winter Games; sports associations; umbrella associations; Sports Program — records on the various sports; promotion and communications; liaison; information; information projects; sports publications and reports; advertising; media relations; special projects; games and meets; speeches and messages; Terry Fox Humanitarian Award Program; facilities: national training facilities, artificial turf, domes and air support structures.

NHW/FAS-420 *Formerly Identified as:* HWC-820

### **Fitness Canada**

*Description:* Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity, thus encouraging a healthy lifestyle. *Topics:* Provincial liaison, federal liaison, international liaison, professional organizations; consulting firms, Fitness Canada; education institutes; local and regional liaison; grants-in-aid, national organizations, provincial agencies, local agencies, provincial grants, education institutes grants; Participation; education institute research; research contributions; special projects; creative play, professional development practicum; handicapped people: provincial liaison, special projects, professional organizations; Federal Labour Intensive Projects; Employee Fitness programs; provincial liaison; fitness testing equipment; educational institutes; international liaison; fitness workshops for physicians; home fitness test; requests for fit-kit; requests for fitness publications; general requests for fitness

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publications; nutrition programs organizations; fitness research; Canada Fitness Survey; Phacts project; sport for leisure; Indians, Inuit and Métis; public relations — printed material; periodicals received; sport and recreation safety; facilities — requests for fitness trails, hiking trails, bikeways; National Advisory Council on Fitness and Amateur Sport; research, planning and evaluation; evaluation: system, special projects, control agencies' studies; research contribution program, special projects; planning, project and systems designs; National Study on Supply of Sport and Recreation Facilities, Phase I and III; Canada Fitness Award.

HWC-670	Health Manpower
HWC-680	Established Program Financing
HWC-690	Health Facilities
HWC-700	Blood and Blood Products
HWC-720	Income Security Programs
HWC-730	Canada Pension Plan
HWC-740	Family Allowance
HWC-750	Old Age Security
HWC-780	Rehabilitation

### Deleted Classes of Records

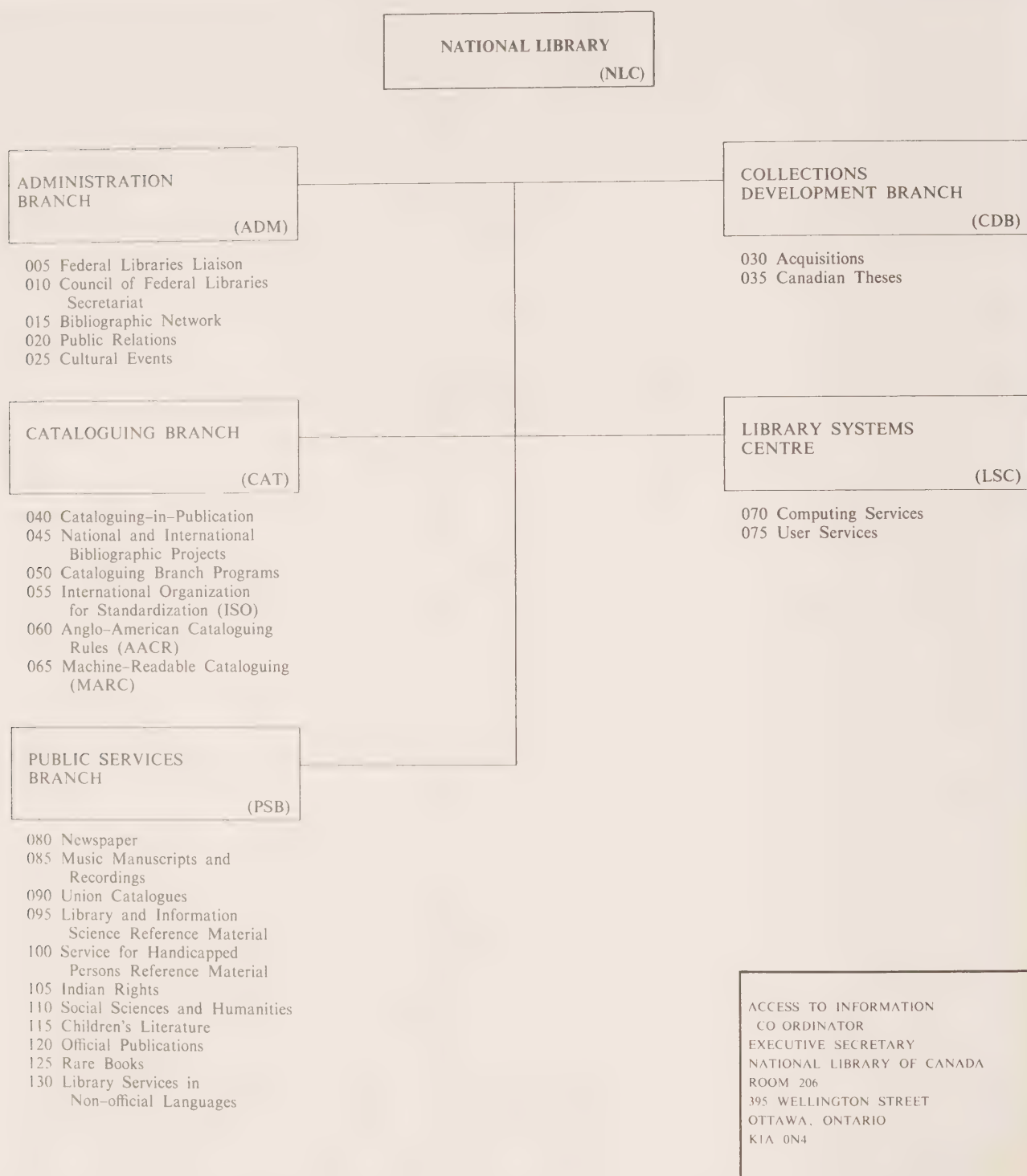
HWC-650	Health Insurance Programs
HWC-660	Extended Health Care Services Program

# **NATIONAL LIBRARY**

## **Chapter 65**



# NATIONAL LIBRARY



## Background

The National Library of Canada is a branch of government with the rank of a department. It reports to Parliament through the Minister of Communications. Located in Ottawa, its mandate is to ensure that the written heritage of the Canadian people is preserved and made accessible to everyone through the country's libraries.

The National Librarian, who has the status of a deputy head, manages and directs the department. This person has authority to enter into agreements with libraries and educational associations in and outside Canada and to represent the National Library and Canada at international and national conferences and other gatherings.

The associate national librarian assists the National Librarian in the management and direction of the National Library and represents the National Librarian during the latter's absence. The associate national librarian directs the four operational branches; oversees the Library's budget and person-year allocations on behalf of the National Librarian; and represents Canada at national and international conferences. The position has the rank of assistant deputy head.

## Laws and Regulations

The National Library operates under the *National Library Act* (1969) and its amendments and enforces the Legal Deposit Regulations (1969).

## Overall Responsibilities

To fulfil its responsibilities, the Library collects and promotes Canadian literary heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability, and use; providing reference information, referral and document delivery services, with special emphasis on Canadian subjects, to support similar services provided by other Canadian libraries; and by co-ordinating and participating in national and international programs for identifying and making available needed documents on interlibrary loan so that the nation's total library resources are shared. As part of this responsibility, the Library provides locations and lending services which are supported by the maintenance of national union catalogues, the publication of union lists and inventories of research collections; and connects with sources in Canada and abroad. The Library also provides location and reference services on material produced for handicapped persons.

All these services are supported by the National Library's extensive collection of books, periodicals, newspapers, government documents, other publications, sound recordings and other non-book materials, including access to automated information retrieval systems. The Library specializes in the social sciences and humanities, but its collection of Canadian materials covers all subjects including a collection on native rights. Current Canadian publications are acquired under the Legal Deposit Regulations of the *National Library Act*, which require every publisher to send two copies of most publications to the National Library. It in turn helps other libraries catalogue and classify their collections by providing them with current and retrospective bibliographic data in a variety of formats.

Data for Canadian publications is created by the Library and published in the national bibliography, *Canadiana*. Data for foreign publications is provided through exchanges of machine-readable records with other national libraries. This service results in significant savings of time and money for libraries and promotes standardization of bibliographic data.

Advised by the National Library Advisory Board and other specialized committees, the National Librarian and the staff also participate in and promote planning for library and information

services in Canada, and participate in international planning for such services.

One of the National Library's top priorities is the development of a co-operative, nation-wide decentralized library and information network with international connections, using existing as well as emerging information and telecommunications technology. This task involves research, co-operative pilot projects, and the development of standards and policies.

## Publications

Through its publishing program, the Library assists in individual research, particularly in Canadian studies, and also helps other libraries in the provision of services to their clients. In addition to *Canadiana*, the national bibliography, Library publications include specialized bibliographies, indexes and checklists, technical manuals, reports of surveys, directories and union lists, Canadian academic theses in microfiche format (in original language only), catalogues of National Library exhibits, and brochures describing National Library services.

Requests for National Library publications should be addressed to

Publications Section  
Public Relations Office  
National Library of Canada  
395 Wellington Street  
Ottawa, Ontario  
K1A 0N4  
Telephone: (613) 996-6128

## General Information

Requests for information about services of the National Library should be addressed directly to a specific branch or service or to a librarian at any public, academic, government, or special library in Canada.

## Library

Researchers may use the National Library's services at

395 Wellington Street  
Ottawa, Ontario  
K1A 0N4  
Telephone: (613) 995-9481

## Tours

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to

Cultural Events Office  
National Library of Canada  
395 Wellington Street  
Ottawa, Ontario  
K1A 0N4  
Telephone: (613) 593-6618

## Access Procedures

Requests under the *Access to Information Act* for access to the National Library files should be addressed to

Access to Information Co-ordinator  
Executive Secretary  
National Library of Canada  
395 Wellington Street, Room 206  
Ottawa, Ontario  
K1A 0N4  
Telephone: (613) 995-3904

## Administration Branch

### Federal Libraries Liaison Office

The office serves as the main communication link between the National Library and other federal libraries. It gives the many federal department, branch and agency libraries across Canada a continuing contact with the National Library on administrative, operational and planning matters, and promotes joint projects among libraries of the federal government. It also serves as the permanent secretariat of the Council of Federal Libraries, which advises the National Librarian on library services in the federal government.

#### Manuals

- 1974 Government Library Survey Recommendations
- Council of Federal Libraries By-laws and Decisions

### Office for Network Development

The function of this office is to co-ordinate and facilitate the design, development, and implementation of a decentralized nation-wide library and information network. It conducts research on standards, on new technology and on policy issues related to network planning and development. It also conducts pilot projects to test bibliographic network applications in an open-systems environment.

### Public Relations Office

This office assists the National Library's staff by advising on communications plans and policies and publicizing the Library's services and activities through a publications program; mounting information displays; advising on media relations; co-ordinating an advertising program; and performing other public relations and information duties.

### Cultural Events Office

This office co-ordinates and implements a program of cultural events to reinforce the public image of the National Library and promote a better understanding of Canada's cultural heritage. It administers cultural exhibitions in Canada and abroad to make known the National Library collections to the public; conducts visits to the various branches of the National Library; organizes concerts, lectures, authors' readings and film screenings that are in keeping with the objectives of the National Library; and co-ordinates the National Library's participation in international conferences, in particular, hospitality and special events.

## Collections Development Branch

This branch is responsible for receiving and registering, under the Book Deposit Regulations of the *National Library Act*, publications issued in Canada, as well as acquiring books about Canada or by Canadians published abroad. It is also involved in procuring non-Canadian library materials in the social sciences and humanities for the National Library by purchase and exchange. Surplus library materials from Canadian Libraries are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. The branch provides International Standard Book Numbers (ISBN) to publishers in Canada and offers the Canadian Theses on Microfiche Service. At the request of any Canadian university, the Canadian Theses on Microfiche Service publishes (on microfiche) any or all postgraduate theses accepted by that university and sells copies in microform. The branch is also responsible for surveying library resources in Canada and promoting their improvement.

#### Manuals

- Canadian Acquisitions Division — contains instructions for staff engaged in acquiring library materials
- Canadian International Book Numbering Agency — provides instructions for staff issuing International Standard Book Numbers (ISBN) to Canadian publishers
- Ordering — contains instructions for staff engaged in the selection and acquisition by purchase of library materials
- Bibliographic Searching — lists instructions for staff engaged in the selection and acquisition by purchase of library materials
- Serials Control Unit — outlines instructions for the funding of serial holdings in the National Library collection
- National Library In-house Serial Editor's Guide — instructions for the entering of information of the serial holdings of the National Library in the on-line database
- Canadian Theses on Microfiche Service

## Cataloguing Branch

This branch compiles and publishes the current and retrospective versions of the national bibliography: *Canadiana*, as well as a bilingual list of headings for corporate and personal authors' names used in the bibliography; publishes a list of Canadian subject headings in English and co-publishes a list of subject headings in French; co-ordinates the Canadian Cataloguing-in-Publication program; compiles and publishes a bibliography of Canadian theses; distributes machine-readable cataloguing records for Canadian and foreign publications; assigns International Standard Serial Numbers (ISSN) to Canadian serial publications; contributes to the development of national and international cataloguing standards; contributes cataloguing records for Canadian serials to CONSER, a machine-readable database of serial records; publishes CONSER Microfiche, a bibliography of serials; and catalogues material for the National Library's collection.

#### Manuals

- Canadian Cataloguing-in-Publication (CIP) Manual for Agent Libraries — contains instructions for CIP agent libraries on preparing a CIP entry and processing requests for CIP from publishers
- UNISIST: International Serials Data System (ISDS) Manual — contains policies and procedures for processing serial publications for inclusion in the international register of serials
- National Library Cataloguing Manual — contains guidelines on the level of treatment of material selected for the bibliography: *Canadiana*, describing the amount and type of information to be included in catalogue entries for different types of documents; priorities for the processing of material selected for *Canadiana*; policies on the content and form of a catalogue entry
- Guide de la section française de l'analyse documentaire — contains policies and procedures for analyzing and describing the subject content of a document
- Guide to the Work of National Library Collection Unit — contains instructions on processing material for inclusion in the National Library's collection.
- Serials Section Manual — provides instructions on cataloguing serials
- Government Documents Section Manual — contains instructions for cataloguing federal and provincial publications
- Des collections et des RCAA, II (Dossier — Section des monographies françaises) — contains guidelines for cataloguing documents published in series, according to Anglo-American Cataloguing Rules, second edition (AACR II)
- L'art de bien cataloguer (Section des monographies françaises) — provides instructions for cataloguing monographs



# NATIONAL LIBRARY

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- Catalogue descriptif - bilinguisme (Dossier — Section des monographies françaises) — provides instructions for cataloguing bilingual publications

## Library Systems Centre

The Library Systems Centre (LSC) provides computerized systems services to the National Library, to other federal government libraries and to the developing Canadian library network. To meet this objective, the centre operates and enhances DOBIS (Dortmunder Bibliothekssystem), an on-line library-shared database management system. Systems include the bibliographic and authority subsystems and the Machine Readable Cataloguing (MARC) Records Distribution Service (MRDS). The centre also provides leadership in the development of automated systems that can be used widely by Canadian libraries and provides advisory or consulting services to Canadian libraries that are developing automated systems. To provide these services, the centre is organized into the user services area and the computing services area.

### Manuals

- System Assurance Manuals — DOBIS
- Terminal Operator's Guide
- User Manuals
- Data Input Conventions

## Public Services Branch

This branch is responsible for providing a location and interlibrary loan service and a reference information service, both automated and manual, to libraries, researchers and the general public. Special advisory services are offered in children's literature, music and library and information science, and service for handicapped persons. The branch compiles and maintains the Canadian Union Catalogue of Books, the Canadian Union Catalogue of Serials and the Canadian Union Catalogue of Library Material for the Handicapped (CANUC:H). It also maintains the library collections, including official publications, serials, music, rare books and manuscripts, Canadian newspapers and the Canadian Indian Rights Collection. Through the Multilingual Biblioservice, library materials in the non-official languages in Canada are acquired and disseminated through Canadian public libraries. The branch maintains the secretariat for the Committee on Bibliography and Information Services for the Social Sciences and Humanities (a committee of the National Library Advisory Board).

### Manuals

- Music Division Procedures
- Machine Readable Reporting to the Canadian Union Catalogue
- Library Documentation Centre Procedures Manual
- CAN-SDI Systems Manual on Canadian Selective Dissemination of Information Services — describes technical operations of the system (an automated current awareness system)
- CAN-SDI Procedures Manual — provides detailed procedures for writing user profiles for CAN-SDI centres
- Bibliography Unit Manual — contains procedures for preparing lists of books, articles, etc., on a subject
- Periodicals Unit Manual — describes the receiving, shelving, retrieving and photocopying of periodicals and the handling of microforms
- Location and Lending Services Manual — describes how to use the National Library's location and lending services
- Circulation Manual — describes processing of loans and maintenance of the National Library collection
- Canadian Official Publications
- Foreign and International Publications

- Annotations Manual — contains instructions on preparing annotations for a multilingual collection of books

## Classes of Records

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NLC/ADM-005 *Formerly Identified as:* NLC-10

### Federal Libraries Liaison

*Description:* Information on the promotion of co-operative projects, management consulting to evaluate the effectiveness and efficiency of library services, promotion of standards for library methods and procedures, and development of integrated federal government library services. *Topics:* Federal library studies; surveys; co-operative projects for the organization of federal libraries; operational problems; indexing systems; cataloguing practices; automation; collections; personnel strength; fees for library services; bulk purchasing; network planning and developments; Federal Libraries Liaison Office publications; and library delivery service.

NLC/ADM-010 *Formerly Identified as:* NLC-20

### Council of Federal Libraries Secretariat

*Description:* Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the National Librarian in co-ordinating federal library services. *Topics:* Meetings — Council, steering committee, action committees and working groups; workshops — copyright, fees for services, automation; elections of steering committee members; publishing plans and publications — information series packages, liaison newsletters, annual reports.

NLC/ADM-015 *Formerly Identified as:* NLC-30

### Bibliographic Network

*Description:* Information on research being conducted on new communications technology, development of standard protocols for bibliographic applications; also related advisory groups, committees, library networks. *Topics:* Computer and communications protocols (national and international); computerized library networks; nationwide library and information network. *Retrievability:* Files arranged by project.

NLC/ADM-020 *Formerly Identified as:* NLC-40

### Public Relations

*Description:* Information on publications and information displays. *Topics:* Production steps for publications and information displays — procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. *Retrievability:* Files arranged by publication and information display.

NLC/ADM-025 *Formerly Identified as:* NLC-50

### Cultural Events

*Description:* Information on cultural events such as exhibitions, concerts, film screenings and tours. *Topics:* Production steps — planning, implementation, costs.

NLC/CDB-030 *Formerly Identified as:* NLC-60

### Acquisitions

*Description:* Information on the acquisition of Canadian and non-Canadian library material by the National Library; also surplus library materials made available for distribution to Canadian libraries through the Canadian Book Exchange Centre. *Topics:* Compliance with the *National Library Act*; assignment of International Standard Book Numbers (ISBN); government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials — order requests and orders received; bookbinding services.

## NATIONAL LIBRARY

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NLC/CDB-035 *Formerly Identified as:* NLC-70

### **Canadian Theses**

*Description:* Information on the National Library service of micro-publishing theses accepted at Canadian universities. *Topics:* Acquisition of theses; filing; sales. *Retrievability:* Files arranged by author.

NLC/CAT-040 *Formerly Identified as:* NLC-80

### **Cataloguing-in-Publication**

*Description:* Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. *Topics:* CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; completed CIP application forms from publishers. *Retrievability:* Application forms arranged by publisher.

NLC/CAT-045 *Formerly Identified as:* NLC-90

### **National and International Bibliographic Projects**

*Description:* Information on Cataloguing Branch participation in national and international co-operative projects designed to foster the sharing of bibliographic information within and among nations. *Topics:* ABACUS (Association of National Bibliographic Agencies of Britain, Australia, Canada and the United States); Canadian Institute for Historical Microreproductions; iNet (bibliographic network); DOBIS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER (CONversion of SERials) project; International Serials Data System; Universal Bibliographic Control (UBC).

NLC/CAT-050 *Formerly Identified as:* NLC-100

### **Cataloguing Branch Programs**

*Description:* Information on the National Library's cataloguing operations. *Topics:* Cataloguing Branch policies; workflow studies; National Library catalogue study project; processing time analysis system; performance measurement system; pre-1950 biobibliographical file (information on some pre-1950 Canadian authors and titles). *Special Access Note:* Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form.

NLC/CAT-055 *Formerly Identified as:* NLC-110

### **International Organization for Standardization (ISO)**

*Description:* Information on the work of various committees and subcommittees of the International Organization for Standardization on bibliographic and related standards. *Topics:* Technical committees and working groups concerned with standards for the documentation, terminology and bibliographic description (ISO/INFCO WG; ISO/TC46; ISO/TC46/SC1 etc.). *Retrievability:* Files arranged by ISO committee and work item number. *Special Access Note:* Identify number of ISO committee.

NLC/CAT-060 *Formerly Identified as:* NLC-120

### **Anglo-American Cataloguing Rules (AACR)**

*Description:* Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee (JSC) for the revision of AACR. *Topics:* AACR 1st edition; AACR 2nd edition; JSC meetings. *Retrievability:* AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system.

NLC/CAT-065 *Formerly Identified as:* NLC-130

### **Machine Readable Cataloguing (MARC)**

*Description:* Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. *Topics:* Canadian MARC (CAN/MARC) format; United Kingdom MARC (UK/MARC) format; Library of Congress MARC (LC/MARC) format, etc.

NLC/LSC-070 *Formerly Identified as:* NLC-140

### **Computing Services**

*Description:* Information on the design, implementation, maintenance and operation of computer-based library information systems and on the technical aspect of network planning and computer technical services – standards, evaluation and selection of systems software and hardware. *Topics:* Systems Development Project; planning; network development; DOBIS Systems Management Systems administration; standards.

NLC/LSC-075 *Formerly Identified as:* NLC-150

### **User Services**

*Description:* Information on the analysis of Library Systems Centre user needs and the development of specifications for systems to meet these needs; also the design and implementation of new computerized systems and the provision of consulting services. *Topics:* Planning systems development projects; network development; DOBIS System Management standards; systems administration; user liaison; batch systems management.

NLC/PSB-080 *Formerly Identified as:* NLC-170

### **Newspapers**

*Description:* Information on National Library holdings of newspapers and updates of earlier publications, the Union List of Canadian Newspapers in Canadian Libraries and the Union List of Non-Canadian Newspapers in Canadian Libraries; also newspapers and periodicals on microfilm and correspondence replying to reference questions on newspapers. Finding aids and contact prints for photographs, photostats ordered from original newspapers. *Topics:* Newspapers on microfilm – ethnic, Canadian, foreign; microform masters for Canadian material. *Retrievability:* Files arranged by place, province, decade; microform masters of serials arranged by title, and of newspapers, by province and city. Contact prints arranged by newspaper title; finding aids arranged by subject.

NLC/PSB-085 *Formerly Identified as:* NLC-180

### **Music Manuscripts and Recordings**

*Description:* Lists of manuscript collections and sound recordings, finding aids for selected archival collections and records on acquisitions by gift or purchase of the Music Division; also correspondence replying to reference questions related to music, and binders listing holdings of 78, 45 and 33 rpm recordings. *Topics:* Manuscript collections; early Berliner records at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; lists of donors and donations; records of purchases for the collection; and recordings held by the Music Division. *Retrievability:* Files arranged by manuscript collections and finding aids by name of collector; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality; access to binders by recording artist; acquisitions arranged chronologically; correspondence chronological within a subject.

NLC/PSB-090 *Formerly Identified as:* NLC-190

### **Union Catalogues**

*Description:* Information on the holdings of libraries in Canada of monographs and serials, including official publications, correspondence files related to library symbols and reporting to the Union Catalogue; also Union Catalogue of Canadian Music Publications to 1950. *Topics:* Holdings of Canadian libraries; library symbols; microfilming catalogues of Canadian libraries; locations of Canadian music published up to 1950. *Retrievability:* Files are arranged by author or title for the pre-April 1980 accessions card form; Canadian music publications are arranged by composer, title, publisher and date. *Storage Medium:* Accessions received after April 1980 are machine-readable.



## NATIONAL LIBRARY

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NLC/PSB-095 *Formerly Identified as:* NLC-200

### **Library and Information Science Reference Material**

*Description:* Information on topics of interest to the Canadian library community; library related subjects; libraries; librarians; library associations; library schools; meetings; library equipment; documents from a clipping service, periodicals scanned in the Library Systems Centre, and a variety of published and research papers; also enquiries and related correspondence. *Topics:* Recent developments in libraries; including Canadian library science research; automation of library operations; development of bibliographic databases; union catalogues; library administration; collections development; microcomputers in libraries; national libraries and systems. *Retrievability:* Files arranged by subject group or by name of librarian, library or association.

NLC/PSB-100 *Formerly Identified as:* NLC-210

### **Service for Handicapped Persons Reference Material**

*Description:* Information on topics of interest to Canadian libraries serving handicapped persons. *Topics:* Library services, library programs, physical access to libraries, technical aids. *Retrievability:* Subject, library.

NLC/PSB-105 *Formerly Identified as:* NLC-220

### **Indian Rights**

*Description:* Manuscripts, theses, research papers, official documents, published and unpublished material necessary for the conduct of original research into the historical and legal basis for Indian claims. *Topics:* Native claims in Canada with comparative materials for the United States, Australia and New Zealand; legislation pertaining to Indian claims. *Retrievability:* Author, title, subject.

NLC/PSB-110 *Formerly Identified as:* NLC-230

### **Social Sciences and Humanities**

*Description:* Some unpublished bibliographies up to 1974, reference questions and related correspondence, and research documentation, New Reference Books List (monthly) and a file of reference books on order.

NLC/PSB-115 *Formerly Identified as:* NLC-240

### **Children's Literature**

*Description:* Information on children's literature and libraries; book lists by country and subject; slide collection of illustrations in Canadian children's books by illustrator, title and date of book; poster

collection with access by author, title and subject; archival IBBY (International Board on Books for Young People). *Topics:* Book selection in school libraries; current Canadian children's books; illustrations; bilingual books; other languages; comic books; professional literature; records; braille books; children's writing; periodicals. *Retrievability:* Material filed by subject; children's book collection by author, translator, illustrator, title, series, chronology, children's writings, books in braille, books with records, books in languages other than English or French, and award-winning books; textbook collection accessed by author, translator, illustrator, title, series, chronology and place; and correspondence files.

NLC/PSB-120 *Formerly Identified as:* NLC-250

### **Official Publications**

*Description:* Card catalogues of the collections of Canadian official publications and of foreign and international publications; a Kardex, listing serial holdings of foreign and international publications, correspondence and reference files on official publications; and a card index to commissions, committees, task forces. *Topics:* Government structure; arrangement of collections of official publications; laws and regulations; shipping lists; statistics; and reference tools related to official publications. *Retrievability:* Commission index arranged by subject and name of chairman.

NLC/PSB-125 *Formerly Identified as:* NLC-270

### **Rare Books**

*Description:* Correspondence and reference files on rare books. *Topics:* Rare books; individual rare books; preservation and conservation of library materials. *Retrievability:* Files arranged by subject or author.

NLC/PSB-130 *Formerly Identified as:* NLC-260

### **Library Services in Non-official Languages**

*Description:* Correspondence on library services in non-official languages and files of press clippings on multiculturalism and ethnic groups. *Topics:* Library services to ethno-cultural communities; multiculturalism. *Retrievability:* Files arranged by subject and ethnic group.

## **Deleted Classes of Records**

NLC-160 Systems and Methods Office





# **NATIONAL MUSEUMS OF CANADA**

## **Chapter 66**

# NATIONAL MUSEUMS OF CANADA

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<p>NATIONAL MUSEUMS OF CANADA (NMC)</p>
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<p>CORPORATE MANAGEMENT/ CORPORATE SERVICES (CMS)</p>
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005 Archaeology  
010 Exhibitions  
015 Acquisition of Collections  
020 Publications  
025 Planning and Policy Development  
030 Evaluation  
035 Loans  
040 Board of Trustees

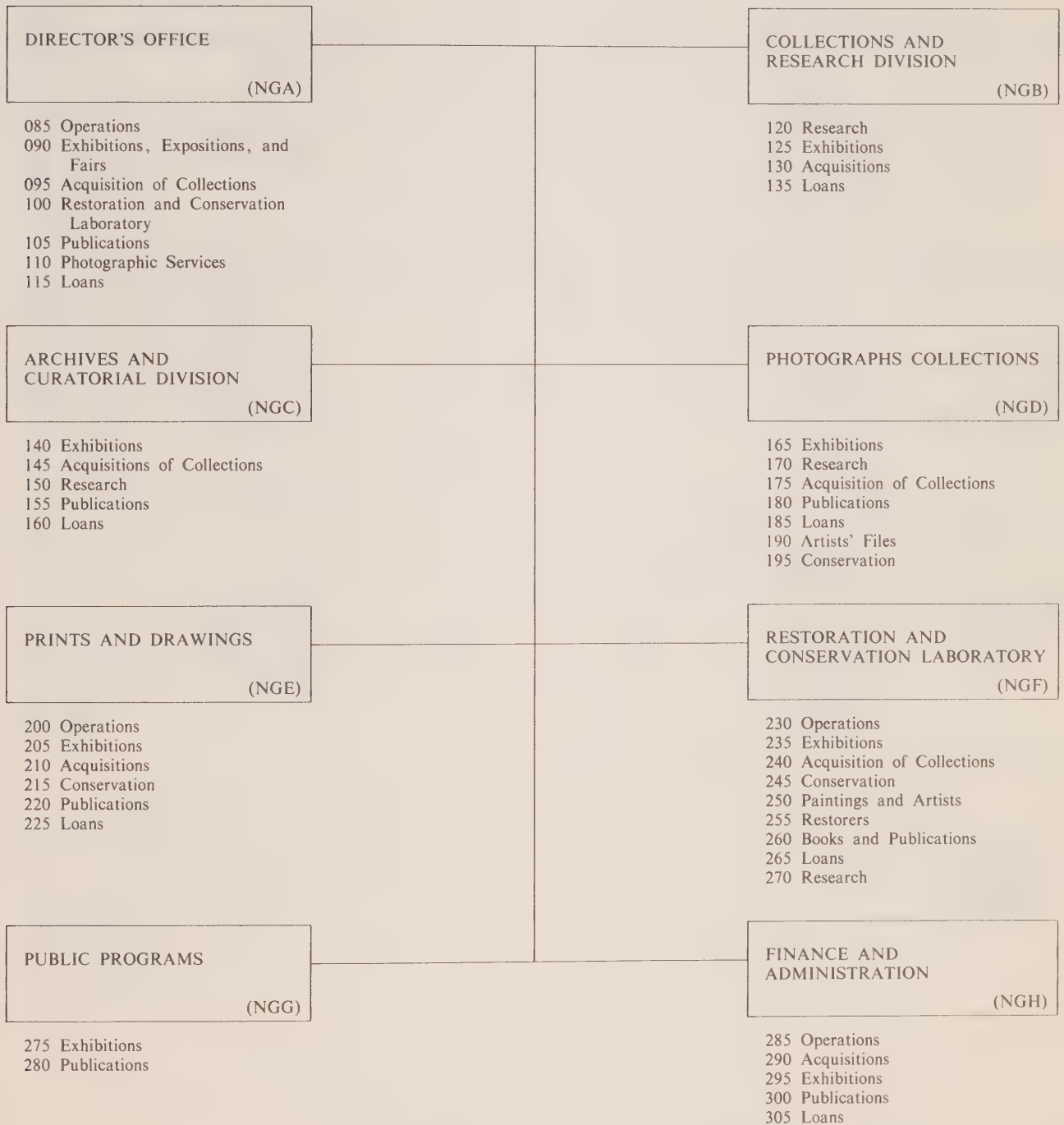
<p>NATIONAL PROGRAMS (NPG)</p>
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045 Mobile Exhibits Program  
050 Conservation  
055 Loans  
060 Discovery Train  
065 Canadian Heritage Information Network  
070 Canadian Conservation Institute  
075 International Program  
080 Museum Assistance Programs

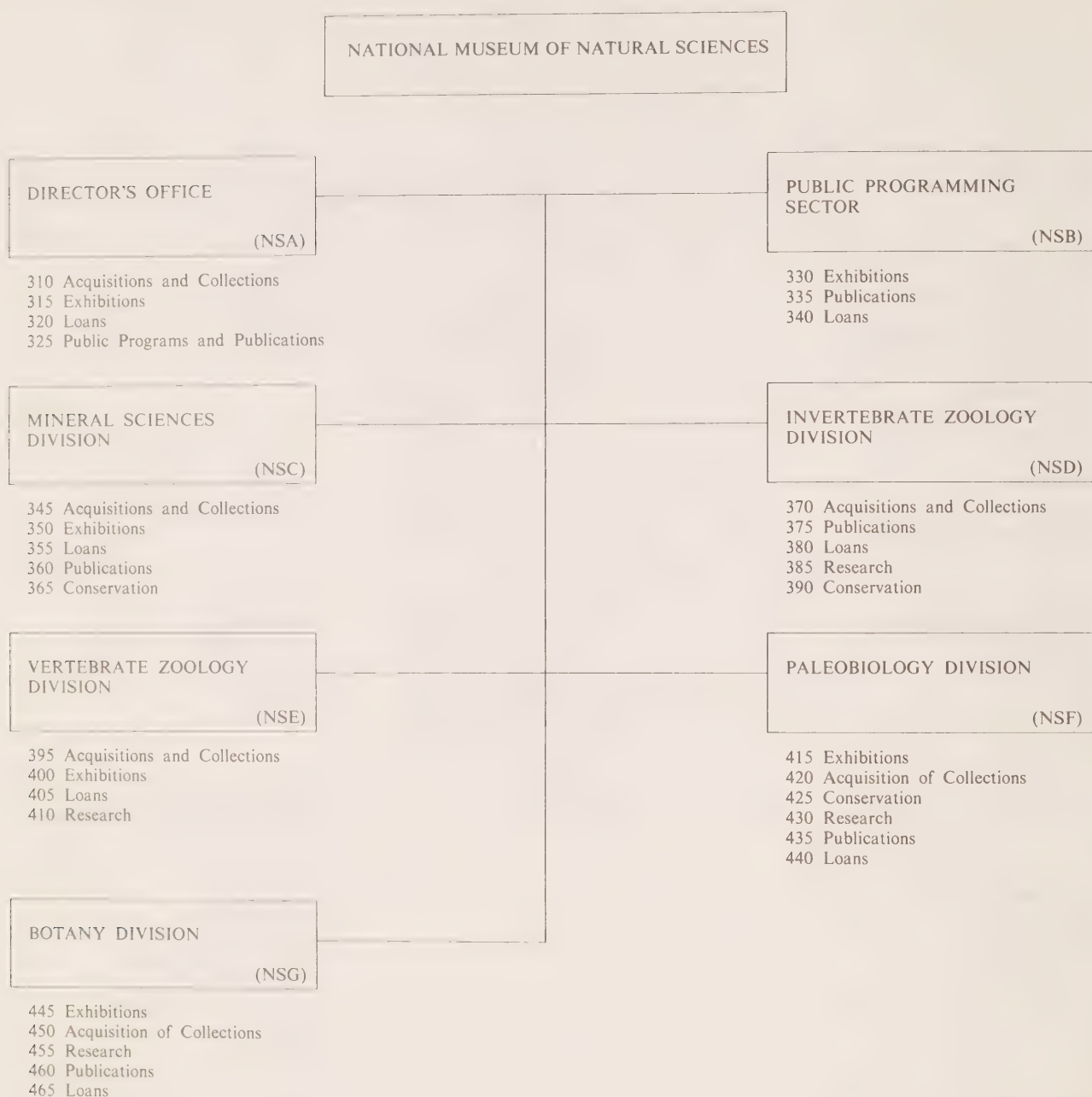


# NATIONAL MUSEUMS OF CANADA

## NATIONAL GALLERY OF CANADA



# NATIONAL MUSEUMS OF CANADA



# NATIONAL MUSEUMS OF CANADA

## NATIONAL MUSEUM OF MAN

### NATIONAL DIRECTOR'S OFFICE

(MMA)

470 Exhibitions  
475 Collections and Acquisitions  
480 Conservation  
485 Research  
490 Publications  
495 Loans

### CANADIAN CENTRE FOR FOLK CULTURE STUDIES

(MMC)

530 Exhibitions  
535 Collections and Acquisitions  
540 Conservation  
545 Research  
550 Publications  
555 Loans

### HISTORY DIVISION

(MME)

590 Exhibitions  
595 Collections and Acquisitions  
600 Conservation  
605 Research  
610 Publications  
615 Loans

### EDUCATION AND CULTURAL AFFAIRS DIVISION

(MMG)

650 Exhibitions  
655 Collections and Acquisitions  
660 Conservation  
665 Research  
670 Publications  
675 Loans

### ARCHAEOLOGICAL SURVEY OF CANADA

(MMB)

500 Exhibitions  
505 Collections and Acquisitions  
510 Conservation  
515 Research  
520 Publications  
525 Loans

### CANADIAN WAR MUSEUM

(MMD)

560 Exhibitions  
565 Collections and Acquisitions  
570 Conservation  
575 Research  
580 Publications  
585 Loans

### CANADIAN ETHNOLOGY SERVICE

(MMF)

620 Exhibitions  
625 Collections and Acquisitions  
630 Conservation  
635 Research  
640 Publications  
645 Loans



## NATIONAL MUSEUMS OF CANADA

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### NATIONAL MUSEUM OF SCIENCE AND TECHNOLOGY

(MST)

680 Exhibitions  
685 Acquisitions of Collections  
690 Conservation  
695 Loans

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
OFFICE OF THE ASSISTANT  
SECRETARY GENERAL  
CORPORATE SERVICES  
NATIONAL MUSEUMS OF CANADA  
L'ESPLANADE LAURIER  
21st FLOOR  
300 LAURIER AVENUE WEST  
OTTAWA, ONTARIO  
K1A 0M8

## Background

The National Museums of Canada (NMC) incorporate, within a single administration, Canada's four national museums: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museum of Natural Sciences; and the National Museum of Science and Technology, including the National Aviation Museum.

The National Museum of Man and the National Museum of Natural Sciences both evolved out of the National Museum of Canada, an institution that had its origin in the founding of the Geological Survey of Canada in Montréal in 1842. In 1880 the Survey and its museum were moved to Ottawa and in 1910 were located in the newly-constructed Victoria Memorial Museum Building. By this time the museum staff, as distinct from that of the Survey, was divided into a Biology Division and an Anthropology Division. The National Museum of Canada was formally established in 1927. Natural History and Human History branches were formed in 1956 and the Canadian War Museum, which dates back to 1880, was added to the latter branch in 1958. Since 1968, the National Museum of Man and the National Museum of Natural Sciences have been components of the National Museums of Canada.

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. The Marquis of Lorne, then Governor General, had recommended and assisted in the founding of the Academy and among the tasks that he assigned to that institution was the establishment of a national gallery at the seat of government. The National Gallery was incorporated by an Act of Parliament in 1913. It occupied a section of the Victoria Memorial Museum Building until 1960 when it was moved into the Lorne Building. In 1968, the National Gallery became a component of the National Museums of Canada.

The National Museum of Science and Technology is the most recently formed of Canada's national museums. It began with the creation of a Science and Technology Branch of the National Museum of Canada in 1964. A director was appointed in 1966 and the museum opened in 1967, one year before it became a component of the National Museums of Canada. The National Aeronautical Collection, formed by the Royal Canadian Air Force in 1964, was added to the museum when it opened. In 1982, the National Aeronautical Collection became known as the National Aviation Museum.

In 1972, National Museums of Canada began developing a national museum policy designed to ensure the preservation of Canadian museum collections and increase public access to them. The five divisions of the National Programs Branch of the NMC provide services and assistance to the Canadian museum community to further the objectives of this policy. As well, the NMC has fostered co-operation among Canadian museums by forging a network of 25 associate museums (including the four national museums) and 23 national exhibition centres.

## Overall Responsibilities

The National Museums of Canada is a Crown Corporation established in 1968 by the *National Museums Act* which reports to Parliament through the Minister of Communications. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the chief executive officer of the corporation. The purposes of the corporation, as defined in the Act, are to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof.

## Key Contacts

### General Information

Information may be obtained by contacting the following:

- Information Services Directorate, National Museums of Canada
- Information Services, National Gallery
- Media and Public Relations, National Museum of Man
- Public Relations, National Museums of Natural Sciences
- Public Relations, National Museum of Science and Technology
- Library Services, National Museums of Canada
- Reference Library, National Gallery

### Publications

Information on titles of National Museums of Canada publications may be obtained from

Marketing Manager  
L'Esplanade Laurier Building  
National Museums of Canada  
300 Laurier Avenue West  
Ottawa, Ontario  
K1A 0M8

### Access Procedures

Information requests under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator  
Office of the Assistant Secretary General  
Corporate Services  
National Museums of Canada  
L'Esplanade Laurier, 21st Floor  
300 Laurier Avenue West  
Ottawa, Ontario  
K1A 0M8  
Telephone: (613) 995-9380

### National Programs

In 1968, the federal government announced its overall cultural policy based on the principles of democratization, decentralization, pluralism, and federal-provincial and international co-operation. The Secretary of State developed, and the Cabinet approved, a more specific National Museum Policy with two objectives — to preserve the elements of the national heritage, and to increase access to that heritage. The National Museums established five programs to meet the objectives of the National Museum policy. Collectively known as the National Programs, they are: the Canadian Conservation Institute, the Canadian Heritage Information Network, the International Program, the Mobile Exhibits Program and the Museum Assistance Programs. Together these programs form a component of the National Museums Corporation called the National Programs Branch. It is headed by an assistant secretary-general who is supported by the five program directors and the services of a central finance and administration unit called the Program Co-ordination Division.

### National Gallery of Canada

#### Director's Office

The National Gallery of Canada (NGC) holds in public trust the most comprehensive collection of Canadian fine and decorative arts, and the finest collection of non-Canadian paintings, sculptures,

# NATIONAL MUSEUMS OF CANADA

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drawings, prints and photographs in the country. Properly supported, these collections are an important resource in establishing self-awareness and pride throughout Canada. The goals of the National Gallery of Canada, consonant with the objectives and priorities of the National Museums of Canada, are directed towards national purpose and must be realized with the highest professional standards. The gallery maintains its holdings at a high level of preservation, and supports them through research for the development of the collections, the organization of exhibitions and the publication of catalogues.

## Archives and Curatorial Division

The division is responsible for holdings of correspondence and archives for research and documentation.

## Restoration and Conservation Laboratory

The function of the laboratory is to provide specialized conservation treatment for works of art. It thus examines, inspects, restores and analyzes the status of the present collection, prepares works of art for loans, exhibitions, and display in government houses and offices and prepares examination reports on new acquisitions.

## National Museum of Natural Sciences

The Museum of Natural Sciences (NMNS) deals with the sciences of botany, geology, paleobiology and zoology. Five main exhibition halls on the birds and mammals of Canada, prehistoric animals, geology and the evolution of animal life are maintained in the Victoria Memorial Museum. Large research collections are held in other buildings in Ottawa. These collections are open to study by qualified students, including post-doctoral fellows and other contractees sponsored by the museum. The National Herbarium contains vascular plants and cryptogamic plants. The National Zoological Collections include molluscs, crustaceans, other invertebrates, fish, reptiles, amphibians, birds and mammals. The Palaeontological Collections contain vertebrate fossil specimens. Gem stones and minerals, rocks and ores from many regions of the world are some of the other collections found in this museum. In addition, it holds scientific and popular publications on these subjects.

The function of the Museum is the collection of specimens, audio-visual material or art work, as examples or depictions of flora, fauna or geological material. The basic objectives of the collection program are to acquire, preserve and use representative samples of the earth's biological and geological entities. This provides a comprehensive national scientific reference collection of flora, fauna and geological material with particular reference to Canadian material, but with other specimens which may aid in understanding Canadian problems. The museum maintains display and research collections in the quantities required to meet the needs of present and developing natural history museums in Canada and elsewhere, and to provide present and future generations with a perspective of current scientific and educational needs and a prospectus on future needs.

## Mineral Sciences Division

The division is included under geological collections. Its holdings include reference and display examples of minerals, gemstones, rocks and ores. Minerals are acquired through purchase, exchange, donation, field collection and research on classic geological localities. Duplicate material through donations or direct collection is encouraged to provide exchange specimens.

## Biological Collections

These collections include the vertebrate and invertebrate zoology, botany and paleobiology divisions. They are improved and completed

primarily through field collecting and exchanges with other institutions. Collecting by a national museum is carried out on a broad front so as to include all families of organisms. The establishment of priorities is based on the completeness of representation of Canadian biota in national collections, the availability of specimens and data in other museums, and the inclusion of non-Canadian material related taxonomically, geographically or ecologically to Canadian specimens, as well as representative material from major biomes of the world to provide comparative material for research and display. Duplication of existing collections is discouraged, unless it provides an opportunity for exchanges with other museums.

## National Museum of Man

### Director's Office

The office is responsible for the administration and operation of all divisions within the National Museum of Man (NMM) as well as the management of the museum's role in public programming. Attached to the office are three senior scientist positions in the fields of archaeology, folk culture and ethnology.

### Archaeological Survey of Canada

The Archaeological Survey of Canada (ASC) is primarily concerned with the recovery, study, preservation and presentation of information and artifacts on the prehistory of Canada. It is also concerned with the excavation of archaeologically important sites threatened with destruction by large construction projects such as roads, dams, airports or harbours. The survey maintains a collection of scientific records, including reports, field records and photographs produced by both staff scientists and contract researchers, which is available to qualified researchers. Artifacts and other archaeological remains are catalogued and conserved on behalf of the people of Canada. The results of the research and collection programs are disseminated through publications such as the Mercury series, Canadian Studies reports and the popular Canadian Prehistory series, co-published with commercial publishers. In addition, these research programs provide the basis for exhibitions, fact sheets, films, museum kits and videotapes, which convey the work of the ASC to the public.

### Canadian Centre for Folk Culture Studies

The Canadian Centre for Folk Culture Studies (CCFCS) was established in 1969 to record and study various aspects of folk culture among all ethnocultural groups in Canada, with the exception of native peoples. The centre conducts a variety of research and collection programs, both in-house and on contract, which range from the collection and analysis of oral lore to the acquisition and conservation of all aspects of Canadian folk life. It disseminates information through the Mercury series, Canadian Studies reports and Oracle series. The research work of the CCFCS also reaches the public through exhibitions, museum kits, film, videotapes and Canada's Visual History series. In addition, the CCFCS provides professional advice and information to the scientific community and to the public at large on all matters related to Canadian folklore and folk life.

### Canadian War Museum

In 1980, the Canadian War Museum celebrated 100 years of recording, collecting and preserving material on the military history of Canada, and of the nations that have been her friends and foes. In addition to collecting, identifying, cataloguing, conserving and researching artifacts from various military conflicts, the museum undertakes research projects and maintains archival material for further study. The results of its research and collection programs



# NATIONAL MUSEUMS OF CANADA

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reach the public via the Mercury series, Canadian Studies reports and a popular series of books published on a variety of military history topics.

## History Division

This division is concerned with researching, preserving and presenting to Canadians the social, economic and cultural history of non-aboriginal man since the beginning of European settlement in Canada. The division has as its goal, the collection and conservation of representative artifacts highlighting Canadian material of national interest, representing every region in Canada and all socio-economic groups and time periods in the nation's past. The division also conducts historical research on material culture in society to reconstitute portions of Canada's past. Publications produced by the division help interpret and explain Canadian history and increase national self-knowledge. These include the Mercury series, two periodicals — the Urban History Review and the Material History Bulletin, available on subscription — and popular publications such as the History of Canadian Cities series and a series of works on pre-industrial crafts which are published in co-operation with commercial publishers.

## Canadian Ethnology Service

The traditional culture of Canadian Indians, Inuit and Métis is the focal point for the ethnographic research and artifact collections of the Canadian Ethnology Service (CANES). Research programs concerned with general ethnology, linguistics, material culture and ethnohistory have been carried on since the 1890s. Research projects to document cultural traditions are undertaken by both CANES and contract researchers. There is also a research collection of nearly 60,000 artifacts acquired over the last century, which are catalogued and conserved, and can be loaned to approved institutions for exhibition purposes or studied by qualified scholars and students. The scientific results of CANES programs reach the public through the Mercury series, Canadian Studies reports, fact sheets, films, videotapes, exhibitions, museum kits and Canada's Visual History series.

## Education and Cultural Affairs Division

This division co-ordinates the National Museum of Man's nation-wide extension program of travelling exhibitions and museum kits while maintaining the permanent display galleries within the Museum and developing temporary exhibitions for the public in the national capital region. A media relations section promotes museum activities. The division maintains a national loans collection of artifacts and exhibition material which can be lent to schools, theatre groups or exhibition centres that cannot meet the environmental requirements for borrowing material from the main museum collections.

The activities of this division emphasize communication. The products of the research and collection activities of the National Museum of Man are interpreted to the general public across Canada through extension and information programs. A range of material such as the Oracle series, the Activity series, Canada's Visual History series, gallery guides and other items for the public is co-ordinated or produced by the division. The regional programs section of this division arranges school visits to the museum's displays and provides public programs which include films, demonstrations, lectures, theatre performances and an enquiry service.

## National Museum of Science and Technology

The National Museum of Science and Technology (NMST) is designed to increase the scientific literacy of Canadians and visitors from other countries. Scientific principles and displays are demonstrated by artifacts and texts which correlate these principles

with the development of technology; emphasis is on ground transportation, aviation, agriculture, shipping and industrial technologies. Collections are made available to other museums in Canada and abroad.

## National Aviation Museum

The National Aviation Museum includes aircraft, engine collections and other artifacts related to the development of aviation.

## Classes of Records

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NMC/CMS-005 *Formerly Identified as:* NMC-10

### Archaeology

*Description:* Information on the recovery, study, preservation and presentation of information and artifacts related to Canada's history; also excavation of archaeological sites threatened with destruction by construction projects, roads, dams, airports and harbours. *Topics:* Policy; rescue and urgent ethnology and archaeology; preservation of sites in the Arctic; archaeological digs: Toronto International Airport, Mackenzie Highway Project, Dempster Highway Project, Donovan Site — Hamilton Airport; native burial grounds; rock paintings and petroglyphs; Northern pipelines.

NMC/CMS-010 *Formerly Identified as:* NMC-20

### Exhibitions

*Description:* Information on the permanent exhibitions for all NMC components, international exhibitions and travelling exhibitions. *Topics:* Policy and general correspondence on exhibitions for all the components; international exhibitions — Tutankhamen, Master Paintings from the Hermitage, USSR, Chinese Exhibition, Transpo '86, Yaroslav — artifacts; schedules of travelling exhibitions — Journey into Our Heritage.

NMC/CMS-015 *Formerly Identified as:* NMC-30

### Acquisition of Collections

*Description:* Information and general correspondence on the acquisition of artifacts by purchase, gift, donation and exchange. *Topics:* Policy; authentication; overlap in collections; paintings — National Gallery; collections for the Museum of Natural Sciences, the Museum of Science and Technology, the Museum of Man and the Canadian War Museum — Medals, By-Dyberger Maquette; income tax deductions for gifts and donations.

NMC/CMS-020 *Formerly Identified as:* NMC-40

### Publications

*Description:* Books and publications originating from scientific research done by various scientists, historians, archaeologists and curators, within NMC components. *Topics:* Policy; general correspondence; involvement of Department of Supply and Services in publications; co-publishing; copyrights; catalogues; specific publications of the different museums.

NMC/CMS-025 *Formerly Identified as:* NMC-50

### Planning and Policy Development (Revised)

*Description:* Information on corporate planning and policy development. *Topics:* Federal and provincial cultural policies; planning and policy studies; planning systems; strategic plans; medium term plans; operational plans; policy development by subject; museological research by subject; Indemnification.

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NMC/CMS-030 *Formerly Identified as:* NO REFERENCE

## Evaluation (New)

*Description:* Information on evaluation of museum programs and activities. *Topics:* Policies; plans; individual evaluations.

NMC/CMS-035 *Formerly Identified as:* NMC-60

## Loans

*Description:* Information on the loan of artifacts to museums across Canada. *Topics:* Policy; controversial material; Fire Fighters' Museum of Nova Scotia; Tate McKenzie; General Murray's Powder Horn; Haida Canoe.

NMC/CMS-040 *Formerly Identified as:* NO REFERENCE

## Board of Trustees (New)

*Description:* Information relating to the Board of Trustees of the NMC and to Board committees. *Topics:* Personnel; meetings; committees; minutes; briefing papers.

NMC/NPG-045 *Formerly Identified as:* NMC-80

## Mobile Exhibits Program

*Description:* Information on the operation of three museumobiles — Canada North, Canada West and Atlantic Canada. *Topics:* General operations; thematics; tour co-ordination; tour management; support program for each of the three museumobiles.

NMC/NPG-050 *Formerly Identified as:* NMC-90

## Conservation

*Description:* Information on the conservation of artifacts to ensure preservation. *Topics:* Conservation reports; conservation and refurbishment.

NMC/NPG-055 *Formerly Identified as:* NMC-100

## Loans

*Description:* Information on incoming loans for the three travelling museumobiles. *Topics:* Policy; institutions; agreements.

NMC/NPG-060 *Formerly Identified as:* NMC-110

## Discovery Train

*Description:* Information on the Discovery Train — a travelling exhibition operating between 1978 and 1980. *Topics:* Purchase of the American Freedom Train; sites; design and fabrication; sponsors; provincial and community liaison.

NMC/NPG-065 *Formerly Identified as:* NMC-120

## Canadian Heritage Information Network

*Description:* Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in properly documenting their collections, and the application of EDP techniques to alleviate some of the collection management problems. *Topics:* Policy; procedures; general correspondence; museum services; documentation; liaison data; correspondence — artifact documentation for Canadian museums. *Storage Medium:* EDP systems.

NMC/NPG-070 *Formerly Identified as:* NMC-130

## Canadian Conservation Institute

*Description:* Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, a mobile laboratory service and publications and information services on the institute's conservation research projects and other related technical areas. *Topics:* Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; mobile laboratory service; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. *Storage Medium:* 35-mm slides.

NMC/NPG-075 *Formerly Identified as:* NMC-140

## International Program

*Description:* Information on international museum activities, the publication of a catalogue of exhibits, liaison with institutions and government departments and international negotiating expertise. *Topics:* Country files; show and exhibitions; museums and galleries; External Affairs Canada — cultural exchange programs; miscellaneous budget, policy, finance, administration; UNESCO; ICOM. *Retrievability:* Files on exhibits are arranged by country.

NMC/NPG-080 *Formerly Identified as:* NMC-150

## Museum Assistance Programs

*Description:* Information on the provision of financial and technical assistance to museums, art galleries and other non-profit institutions across Canada wishing to participate in the accomplishment of the National Museum's dual policy objectives of increased accessibility to, and enhanced preservation of, Canada's cultural heritage; also the information and co-ordination mechanisms required to ensure the effective use of the financial assistance available. *Topics:* Associate Museums program; National Exhibition Centre program; Public Programming Assistance; Exhibitions Assistance program; Registration Assistance program; Upgrading and Equipment Assistance program; Special Activities Assistance program; Training Assistance program; Conservation Assistance program.

NMC/NGA-085 *Formerly Identified as:* NMC-160

## Operations

*Description:* Information on the general operations of the National Gallery of Canada. *Topics:* Assessments for the Museums Assistance program (formerly consultative committee); special events; postage stamps; movement of works of art.

NMC/NGA-090 *Formerly Identified as:* NMC-170

## Exhibitions, Expositions and Fairs

*Description:* Information on permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions — Matisse, Jordaens, Poussins, Puvis de Chavannes and Van Wittel.

NMC/NGA-095 *Formerly Identified as:* NMC-180

## Acquisitions of Collections

*Description:* Information on the policy for the acquisition of works of art through purchases, gifts and donations. *Topics:* Gifts proposed, approved and rejected; purchases — paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions — W. Croscup Room, Bernini, Lotto, RCA Diploma Works, Brangwyn Mural, Borduas Collection, Birks Collection, Crane Collection, Heeramanek collection.

NMC/NGA-100 *Formerly Identified as:* NMC-190

## Restoration and Conservation Laboratory

*Description:* Information on the conservation of works of art. *Topics:* Policy; damages to paintings and sculptures.

NMC/NGA-105 *Formerly Identified as:* NMC-200

## Publications

*Description:* Information on various aspects of publications activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series.



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NMC/NGA-110 *Formerly Identified as:* NMC-210

### Photographic Services

*Description:* Information on the gallery's photographic services; registration; education services; education policy; audio-visual.

NMC/NGA-115 *Formerly Identified as:* NMC-220

### Loans

*Description:* Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC/NGB-120 *Formerly Identified as:* NMC-230

### Research

*Description:* Research files on exhibitions the curator has organized. *Topics:* W.W. Alexander; J.E.H. MacDonald; Ontario Society of Artists; Art Museum of Toronto; Canadian Art Club; artistic' files; art societies; art institutions; art exhibitions; collectors' files. *Retrievability:* These files are located in the office of the Curator of Historic Canadian Art.

NMC/NGB-125 *Formerly Identified as:* NMC-240

### Exhibitions

*Description:* Information on Ottawa exhibitions, correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues. *Topics:* The Young van Dyck Exhibition (1980); Bolognese Drawings Exhibition (1981); Meissen Exhibition; Hiroshima, Drawings by Survivors; Ladders to Heaven; Costakis Exhibition; Esthetiques modernes au Québec; F.H. Varley; Canadian Painting in the Thirties; To Found a National Gallery: The Royal Canadian Academy of Arts 1880-1913. *Retrievability:* These files are located in the European Art and Historic Canadian Art divisions.

NMC/NGB-130 *Formerly Identified as:* NMC-250

### Acquisitions

*Description:* Information on acquisitions of historic Canadian art, and files on dealers and artists. *Topics:* Preliminary correspondence with artists, collectors and dealers on the acquisition of historic Canadian art by gift and purchase; dealers and artists — David Bolduc, artist, Tony Brown, artist, Jeff Wall, artist. *Retrievability:* The files are located in the Contemporary Art and Historic Canadian Art divisions.

NMC/NGB-135 *Formerly Identified as:* NMC-260

### Loans

*Description:* Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices. *Topics:* Exhibitions — A.Y. Jackson, A.H. Robinson, David Bolduc, Ivan Eyre; loans — Rideau Hall, Prime Minister's residence, ministers' offices (files are located in the Contemporary and Canadian Historic Art divisions); restricted loan list; loans — Canadian works, non-Canadian, European, prints and drawings; list of loans — long-term, government; short-term loans — transportation schedule; monthly report on loans (these files are located in the Registrar's office).

NMC/NGC-140 *Formerly Identified as:* NMC-270

### Exhibitions

*Description:* Information on permanent, temporary, special, international and travelling exhibitions between 1959 and the present. *Topics:* Offers and suggestions for exhibitions; exhibitions in Canada; in foreign countries; National Gallery involvement in exhibitions organized by other organizations.

NMC/NGC-145 *Formerly Identified as:* NMC-280

### Acquisitions of Collections

*Description:* Information on the acquisition of works of art by purchase, gift and donations; reproductions; offers of works of art that have been accepted and rejected. *Topics:* Correspondence on dealers, donors, collectors and artists; paintings; prints and drawings; sculpture; conservation; requests for information; works of art held by

the private sector, other museums and university collections. *Special Access Note:* Files held in the Archives under the Curatorial division are categorized as being acquired prior to 1958, and between 1959 and the present.

NMC/NGC-150 *Formerly Identified as:* NMC-290

### Research

*Description:* Individual research dossiers for art objects in the collections of the National Gallery (excluding works on paper, prints and drawings and photographs). *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; and videotapes and films. *Retrievability:* Files are arranged by name of artist. *Special Access Note:* Limited access to the public due to the confidentiality of negotiations, prices, and information on other works in private hands.

NMC/NGC-155 *Formerly Identified as:* NMC-300

### Publications

*Description:* Information on National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present. *Topics:* Catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery.

NMC/NGC-160 *Formerly Identified as:* NMC-310

### Loans

*Description:* Information on loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad; also incoming and outgoing loans on a short or long-term basis and loans from public and private collections. *Topics:* General correspondence and policy; Canadian loans — approved and rejected; non-Canadian loans — approved and rejected; incoming loans; government departments; international and domestic, by province; war art; for exhibitions — domestic and international.

NMC/NGD-165 *Formerly Identified as:* NMC-320

### Exhibitions

*Description:* Information on permanent, travelling and special exhibitions. *Topics:* Policy; planning; schedules of exhibition programs; extension services; proposed exhibitions refused; publicity and advertising; invitations to openings; National Gallery of Canada exhibitions — Eugene Atget; David Heath; photographs from the collection.

NMC/NGD-170 *Formerly Identified as:* NMC-330

### Research

*Description:* Information on the various processes used in photographic reproduction. *Topics:* Computer image processing; le daguerréotype a Québec; slide production; photography recipe.

NMC/NGD-175 *Formerly Identified as:* NMC-340

### Acquisitions of Collections

*Description:* Acquisition of works of art through purchase, gifts and donations. *Topics:* Policy; individual file for each donor; purchases.

NMC/NGD-180 *Formerly Identified as:* NMC-350

### Publications

*Description:* Information on various aspects of publication activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bulletins; journals.

NMC/NGD-185 *Formerly Identified as:* NMC-360

### Loans

*Description:* Information on incoming and outgoing loans for exhibition. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.



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NMC/NGD-190 *Formerly Identified as:* NMC-370

## Artists' Files

*Description:* Information on artists — biographies, exhibitions and places where they have exhibited their works; correspondence. *Topics:* William Henry Fox Talbot; J.J.E. Mayall; Hugh W. Diamond; Henry Pollock.

NMC/NGD-195 *Formerly Identified as:* NMC-380

## Conservation

*Description:* Information on the conservation of works of art. *Topics:* Policy; requests for restoration services; cursory inspection; damage to photographs.

NMC/NGE-200 *Formerly Identified as:* NMC-390

## Operations

*Description:* Daily correspondence from Prints and Drawings division. *Topics:* Requests for information; curatorial files.

NMC/NGE-205 *Formerly Identified as:* NMC-400

## Exhibitions

*Description:* Information on temporary, in-house and travelling exhibitions of prints and drawings. *Topics:* In-house, collection-generated exhibitions — Picasso, Vollard Suite; in-house, outside-generated exhibitions — Bolognese Drawings in North American Collections, 1600-1800; travelling, collection-generated exhibitions — British Masters: 18th and 19th Century English watercolours and drawings from the collection of the National Gallery of Canada; travelling, outside-generated exhibitions — La Pierre Parle.

NMC/NGE-210 *Formerly Identified as:* NMC-410

## Acquisitions

*Description:* Information on the acquisition of prints and drawings through purchases and gifts. *Topics:* Dealers; offers for purchase, gifts; annual acquisition meetings.

NMC/NGE-215 *Formerly Identified as:* NMC-420

## Conservation

*Description:* Information on the conservation of works of art on paper. *Topics:* Policy and procedure; public requests for conservation; in-house conservation (matting, framing, conservation orders).

NMC/NGE-220 *Formerly Identified as:* NMC-430

## Publications

*Description:* Information on National Gallery of Canada publications. *Topics:* National Gallery — files on catalogues of permanent collection of prints and drawings and special exhibitions (see under Exhibitions, NMC/NGE-205); outside — files on scholarly articles for outside publications.

NMC/NGE-225 *Formerly Identified as:* NMC-440

## Loans

*Description:* Information on incoming and outgoing, individual and group loans for exhibitions. *Topics:* Loans to other institutions in Canada and abroad; gallery loans from other institutions in Canada and abroad; inter-gallery loans.

NMC/NGF-230 *Formerly Identified as:* NMC-450

## Operations

*Description:* Information on the general operations of the laboratory. *Topics:* Chemicals; lining techniques; technical studies; insurance; safety; steps used in the preparation of opaque cross-section.

NMC/NGF-235 *Formerly Identified as:* NMC-460

## Exhibitions

*Description:* Information on aspects of exhibiting; includes files on various exhibitions held. *Topics:* Lighting for exhibitions in galleries; exhibitions — Progress in Conservation, Fontainebleau, Pelland, Tanenbaum, El Greco.

NMC/NGF-240 *Formerly Identified as:* NMC-470

## Acquisitions and Collections

*Description:* Examination reports for new acquisitions; also specific files on gifts. *Topics:* Examination reports — Canadian School, European School; Rideau Convent Chapel; Croscup Room; gifts and donations; Heeramanek Collection; Madame Claude Bertrand.

NMC/NGF-245 *Formerly Identified as:* NMC-480

## Conservation

*Description:* Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art — National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan to Government House; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, including the Canadian Phalanx; Guggenheim Museum and Auguste Rodin; paper — deacidification, thermo paper, aging; safety of prints and drawings.

NMC/NGF-250 *Formerly Identified as:* NMC-490

## Paintings and Artists

*Description:* Information on various artists and paintings. *Topics:* Correspondence; Baldung; Bellotto; Rembrandt; Krieghoff — White Horse Inn by Moonlight; Borduas; Cosgrove.

NMC/NGF-255 *Formerly Identified as:* NMC-500

## Restorers

*Description:* Notes on restorers; Mrs. Awana Paul.

NMC/NGF-260 *Formerly Identified as:* NMC-510

## Books and Publications

*Description:* General information on books and publications. *Topics:* Bulletin No. 9; Restoration and Conservation Laboratory Journal.

NMC/NGF-265 *Formerly Identified as:* NMC-520

## Loans

*Description:* Information on various aspects of loans. *Topics:* Policy; loans to government offices — Prime Minister's residence, universities, Canadian museums, American museums; inward loans procedure; restricted loans list; restoration of paintings on loan.

NMC/NGF-270 *Formerly Identified as:* NMC-530

## Research

*Description:* Information on aspects of research and researchers. *Topics:* Mrs. M. Kahr; Rembrandt; John Nieuostraten — The Hague; research on artists.

NMC/NGG-275 *Formerly Identified as:* NMC-540

## Exhibitions

*Description:* Information on permanent, travelling and special exhibitions, exhibit planning and proposed exhibitions. *Topics:* Charles R. Forrest; Fantin-Latour; Bolognese Drawings; Animals in Bronze; F.H. Varley Retrospective. *Retrievability:* Files are located in the public relations, education services, exhibitions department and assistant director, public programs offices.

NMC/NGG-280 *Formerly Identified as:* NMC-550

## Publications

*Description:* Planning and editorial information on publishing National Gallery catalogues and journals. *Topics:* Annual bulletins; Bolognese Drawings; Comfortable Arts; F.H. Varley Retrospective; Greg Curnoe. *Retrievability:* Files are located in the offices of the assistant director, public programs, and the publications division.

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NMC/NGH-285 *Formerly Identified as:* NMC-560

## Operations

*Description:* Information on the general operations at the (National Gallery. *Topics:* Policy; prints and drawings; movement of works of art; corporate sponsorship; curatorial operations.

NMC/NGH-290 *Formerly Identified as:* NMC-570

## Acquisitions

*Description:* Information on the acquisition of works of art through purchases, gifts and donations. *Topics:* Policy; Croscup Room; Treasury Board of Canada submissions; insurance; damage to paintings.

NMC/NGH-295 *Formerly Identified as:* NMC-580

## Exhibitions

*Description:* Information on permanent, travelling and special exhibitions. *Topics:* Policy; architectural concepts; Ottawa exhibitions; Tanenbaum Exhibitions; Japanese-Canadian exhibitions.

NMC/NGH-300 *Formerly Identified as:* NMC-590

## Publications

*Description:* Information on various aspects of publication activities at the National Gallery. *Topics:* Policy; bilingual publishing policy; catalogues — exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; appropriations; distribution lists.

NMC/NGH-305 *Formerly Identified as:* NMC-600

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; approval.

NMC/NSA-310 *Formerly Identified as:* NMC-610

## Acquisitions and Collections

*Description:* Information on acquisitions through purchases, gifts, donations and exchanges; also on the specific collection of artifacts. *Topics:* Policy and general correspondence; Decoys — W.D. Paul; Reynolds Oligochaete Collection; Duesberry Collection — Duck Decoys; T.H. Manning Collection; Florida Fish — molluscs; Wood Bison.

NMC/NSA-315 *Formerly Identified as:* NMC-620

## Exhibitions

*Description:* Information on permanent in-house exhibits, as well as travelling, special and temporary and international exhibitions; includes exhibit planning, proposed exhibitions and specific information on each. *Topics:* General correspondence; plant life; animal life; birds of Canada; mammals in Canada; Treasure of Tutankhamen; International Arctic Oasis; Old Fourlegs; Gemstones Exhibit; Whales — Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear Exhibit; R.E. Phinney Exhibit.

NMC/NSA-320 *Formerly Identified as:* NMC-630

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions, education and extension. *Topics:* General information; school loans program.

NMC/NSA-325 *Formerly Identified as:* NMC-640

## Public Programs and Publications

*Description:* Information on books and publications generated by scientific research, by scientists and others; excursions and tours. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogus Publications; Natural History Notebook series; Birds of Canada; A Vanished World — Dinosaurs of Western Canada; school tours of exhibits in the Victoria Memorial Museum; whale watching tours; Dinobus tours.

NMC/NSB-330 *Formerly Identified as:* NMC-650

## Exhibitions

*Description:* Information on permanent in-house, travelling, special, temporary and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; general correspondence.

NMC/NSB-335 *Formerly Identified as:* NMC-660

## Publications

*Description:* Information on brochures and other publications by museum staff. *Topics:* Biome; brochures; catalogues; neotoma.

NMC/NSB-340 *Formerly Identified as:* NMC-670

## Loans

*Description:* Information on loans of artifacts to museums across Canada for exhibition. *Topics:* Policy; incoming and outgoing loans of artifacts — for exhibitions and for school education purposes.

NMC/NSC-345 *Formerly Identified as:* NMC-680

## Acquisitions and Collections

*Description:* Information on the acquisition of artifacts by purchase, gift, donation, exchange or transfer. *Topics:* Policy; general correspondence; gifts and donations; exchanges and transfers; dealers for artifacts; national mineral collection; gemstones; rock collection; other collections.

NMC/NSC-350 *Formerly Identified as:* NMC-690

## Exhibitions

*Description:* Information on permanent in-house exhibits, as well as travelling, temporary and special exhibitions. *Topics:* Policy; exhibit planning and conservation; artifacts for Earth Hall at the Victoria Memorial Museum (VMM); travelling — Minerals, Metals and Man, museumobiles, artifacts for various displays at mineral shows; special and temporary — birthstones exhibit, VMM lobby exhibits of gems, International Museums Day.

NMC/NSC-355 *Formerly Identified as:* NMC-700

## Loans

*Description:* Information on loans of outgoing specimens and the director's approval for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identifications of specimens for the general public.

NMC/NSC-360 *Formerly Identified as:* NMC-710

## Publications

*Description:* Information on manuscripts published in various journals. *Topics:* Publication policy; general correspondence.

NMC/NSC-365 *Formerly Identified as:* NMC-720

## Conservation

*Description:* General correspondence on conservation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen.

NMC/NSD-370 *Formerly Identified as:* NMC-730

## Acquisitions and Collections

*Description:* Information on the acquisition of collections and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identifications; specific collections and artifacts by collector's name or name of the artifact; voucher specimens.

NMC/NSD-375 *Formerly Identified as:* NMC-740

## Publications

*Description:* Publications and books on research by various scientists and curators within the division. *Topics:* Policy and general correspondence; Syllogus; book reviews; Freshwater Molluscs; Natural History Notebook series; Publications in Natural Sciences.



# NATIONAL MUSEUMS OF CANADA

NMC/NSD-380 *Formerly Identified as:* NMC-750

## Loans

*Description:* Information on incoming and outgoing loans of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens.

NMC/NSD-385 *Formerly Identified as:* NMC-760

## Research

*Description:* Information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; northern research questionnaire; museum data bank research reports; taxonomic research in invertebrates; station lists; archives.

NMC/NSD-390 *Formerly Identified as:* NMC-770

## Conservation

*Description:* Information on the conservation and preservation of specimens through care and maintenance, the provision of a suitable physical environment for storage, and correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry.

NMC/NSE-395 *Formerly Identified as:* NMC-780

## Acquisition of Collections

*Description:* Information on the acquisition of collections through gifts, donations, procurements, purchases and exchanges. *Topics:* Policy; gifts and donations; procurement and purchases; exchanges. *Retrievability:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology).

NMC/NSE-400 *Formerly Identified as:* NMC-790

## Exhibitions

*Description:* Information on permanent, travelling, special and international exhibitions. *Topics:* Mammal Hall; Bird Hall; Animal Life Hall; Arctic Oasis; International Museums Day.

NMC/NSE-405 *Formerly Identified as:* NMC-800

## Loans

*Description:* Information on loans of incoming and outgoing specimens. *Topics:* Policy; loans to be returned; loan approvals (by the director). *Retrievability:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology). Loans within the vertebrate ethology section refer to slides and photographs.

NMC/NSE-410 *Formerly Identified as:* NMC-810

## Research

*Description:* Information on various research publications, manuscripts and book reviews. *Topics:* Policy; nature handbook; natural history notebook; individual listing of research publications, manuscripts, referees, book reviews and reprints by author(s).

NMC/NSF-415 *Formerly Identified as:* NMC-820

## Exhibitions

*Description:* Information on permanent, travelling, special, temporary and international exhibits. *Topics:* General correspondence; permanent — Life Through the Ages; special and temporary — International Museums Day, the Giant Beaver, Fossil Walrus, Fossil Screw-pines (Pandanus); travelling — Marine Mammals of the Champlain Sea, Camels in the Yukon, Building a Dinosaur, A Vanished World; museumobiles.

NMC/NSF-420 *Formerly Identified as:* NMC-830

## Acquisition of Collections

*Description:* Information on the acquisition of collections through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Sternberg Library, Grayson Library (gifts and donations); Ely Kish paintings (originals); S. Swibold photographs

(originals); B. Baker drawings of dinosaurs (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary and Quaternary mammal specimens; Arnold Arboretum (Boston, Mass.), exchanges — Cornell University (Ithaca, N.Y.), Ellesmere Island Project, Kew Gardens Project; Missouri Botanical Garden. *Retrievability:* Files are arranged by section (paleoherpetology, quaternary zoology, palynology-paleobotany and paleomycology).

NMC/NSF-425 *Formerly Identified as:* NMC-840

## Conservation

*Description:* Information on the preservation and preparation of specimens. *Topics:* Policy and general correspondence; fossils — by section (paleoherpetology, quaternary zoology, palynology-paleobotany, paleomycology, Devonian fish and tertiary mammals).

NMC/NSF-430 *Formerly Identified as:* NMC-850

## Research

*Description:* Scientific research files. *Topics:* Fossil vertebrates; fossil fungi; fossil plants, pollen and spores; conservation; general correspondence.

NMC/NSF-435 *Formerly Identified as:* NMC-860

## Publications

*Description:* Publications generated through scientific research. *Topics:* K-TEC Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes; K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (paleoherpetology); The Whole Fungus (paleomycology and mycology); The Pollen and Spore Reference Collection (palynology); Palynology of Dinosaur Provincial Park (campanian) Alberta; Catalogue of the Pollen and Spore Exchange Collection, NMNS (palynology); Climatic Change in Canada, Numbers 1-5 (related to quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence.

NMC/NSF-440 *Formerly Identified as:* NMC-870

## Loans

*Description:* Information on incoming and outgoing short-term and long-term loans of specimens. *Topics:* Specimens for exhibit in museumobiles; Canadian museums and galleries; international loans; Prime Minister's office; federal government offices. *Retrievability:* Files are arranged by name of individual.

NMC/NSG-445 *Formerly Identified as:* NMC-880

## Exhibitions

*Description:* General information on exhibitions and displays, such as the Hall of Plant Life.

NMC/NSG-450 *Formerly Identified as:* NMC-890

## Acquisition of Collections

*Description:* Information on the acquisition of collections. *Topics:* Exchanges, donations, gifts; herbarium equipment and supplies; identification requests; annotation of specimens; determination and index; techniques; types; microfilms; fumigation; transaction summaries.

NMC/NSG-455 *Formerly Identified as:* NMC-900

## Research

*Description:* The research files of each curator in the division — Dr. Brodo and Mr. Wong: lichens; Dr. Poulin: algae; Dr. Ireland: bryophytes; Drs. Argus, Aiken, Haber: vascular plants; Albert Dugal: lists of French, English and Latin names of plants. *Topics:* Dr. Aiken — taxonomy of grasses, aquatic plants, use of computers for key generation; Dr. Argus — taxonomy of Salix, rare and endangered plants of Canada; Dr. Haber — systematics of Pyrola; Dr. Ireland — some common bryophytes of Eastern Canada, moss flora of the maritime provinces, moss flora of arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo —



# NATIONAL MUSEUMS OF CANADA

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taxonomy of Lecanora and other general lichens of eastern Canada, lichens of British Columbia, especially of the Queen Charlotte Islands; Mr Wong — lichens of southern Ontario.

NMC/NSG-460 *Formerly Identified as:* NMC-910

## Publications

*Description:* Research publications in botany (vascular plants, bryology, lichenology, phycology).

NMC/NSG-465 *Formerly Identified as:* NMC-920

## Loans

*Description:* Information on loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology, phycology.

NMC/MMA-470 *Formerly Identified as:* NMC-930

## Exhibitions

*Description:* Information on permanent, travelling and special exhibitions. *Topics:* Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions.

NMC/MMA-475 *Formerly Identified as:* NMC-940

## Collections and Acquisitions

*Description:* Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections.

NMC/MMA-480 *Formerly Identified as:* NMC-950

## Conservation

*Description:* Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. *Topics:* Crozier collection; Peruvian collection; Inuit prints.

NMC/MMA-485 *Formerly Identified as:* NMC-960

## Research

*Description:* Research information on artifact collections. *Topics:* Log cabin — arsenic report; Ginsberg report; rock art — petroglyphs; environment and deterioration.

NMC/MMA-490 *Formerly Identified as:* NMC-970

## Publications

*Description:* Information on research publications, manuscripts and book reviews. *Topics:* Policy; Tenth Anniversary Book; Guidebook — Victoria Memorial Museum; bilingualism in publications; Oracles; book reviews; National Museum of Man - National Museum of Natural Sciences brochure; National Museums of Canada tourist brochure.

NMC/MMA-495 *Formerly Identified as:* NMC-980

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans program; Pearson Building; Prime Minister's residence; insurance; fine art in leased buildings.

NMC/MMB-500 *Formerly Identified as:* NMC-990

## Exhibitions

*Description:* Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier — Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day.

NMC/MMB-505 *Formerly Identified as:* NMC-1000

## Collections and Acquisitions

*Description:* Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy, acquisitions and information on artifacts.

NMC/MMB-510 *Formerly Identified as:* NMC-1010

## Conservation

*Description:* Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage.

NMC/MMB-515 *Formerly Identified as:* NMC-1020

## Research

*Description:* Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects.

NMC/MMB-520 *Formerly Identified as:* NMC-1030

## Publications

*Description:* Research publications and manuscripts; also book reviews and theses. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits.

NMC/MMB-525 *Formerly Identified as:* NMC-1040

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name); Totem and house posts; rock art — petroglyphs.

NMC/MMC-530 *Formerly Identified as:* NMC-1050

## Exhibitions

*Description:* Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments.

NMC/MMC-535 *Formerly Identified as:* NMC-1060

## Collections and Acquisitions

*Description:* Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; enquiries about artifacts; inventories.

NMC/MMC-540 *Formerly Identified as:* NMC-1070

## Conservation

*Description:* Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental condition of buildings.

NMC/MMC-545 *Formerly Identified as:* NMC-1080

## Research

*Description:* Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and programs; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology.

NMC/MMC-550 *Formerly Identified as:* NMC-1090

## Publications

*Description:* Research publications, manuscripts and book reviews and theses. *Topics:* Policy; inventories; fact sheets; Canadian Studies reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; Popular series.

NMC/MMC-555 *Formerly Identified as:* NMC-1100

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, and displays. loans from other museum divisions; loans from other museums, galleries or individuals.

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NMC/MMD-560 *Formerly Identified as:* NMC-1110

## Exhibitions

*Description:* Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations.

NMC/MMD-565 *Formerly Identified as:* NMC-1120

## Collections and Acquisitions

*Description:* Information on artifacts and their acquisition through purchases, gifts and donations and exchanges. *Topics:* Policy; acquisitions — Army, Navy, Air Force, miscellaneous (tattoo); war art, Cefcap; exchanges of artifacts.

NMC/MMD-570 *Formerly Identified as:* NMC-1130

## Conservation

*Description:* Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation.

NMC/MMD-575 *Formerly Identified as:* NMC-1140

## Research

*Description:* Research on artifacts for the benefit of government and the general public; also historical research for the preparation of storylines. *Topics:* Policy; material research.

NMC/MMD-580 *Formerly Identified as:* NMC-1150

## Publications

*Description:* Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues.

NMC/MMD-585 *Formerly Identified as:* NMC-1160

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans in progress, final, rejections; war art.

NMC/MME-590 *Formerly Identified as:* NMC-1170

## Exhibitions

*Description:* Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train.

NMC/MME-595 *Formerly Identified as:* NMC-1180

## Collections and Acquisitions

*Description:* Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Museum of Man and the Museum of Science and Technology; exchanges of artifacts for exhibitions; rejections of purchases; gifts and donations.

NMC/MME-600 *Formerly Identified as:* NMC-1190

## Conservation

*Description:* Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings.

NMC/MME-605 *Formerly Identified as:* NMC-1200

## Research

*Description:* Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects.

NMC/MME-610 *Formerly Identified as:* NMC-1210

## Publications

*Description:* Research publications, manuscripts, book reviews and theses. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review.

NMC/MME-615 *Formerly Identified as:* NMC-1220

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings.

NMC/MMF-620 *Formerly Identified as:* NMC-1230

## Exhibitions

*Description:* Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum; Orientation Hall; temporary exhibitions; invitations to openings; requests and enquiries.

NMC/MMF-625 *Formerly Identified as:* NMC-1240

## Collections and Acquisitions

*Description:* Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of the Canadian Ethnology Service collections.

NMC/MMF-630 *Formerly Identified as:* NMC-1250

## Conservation

*Description:* Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor environmental conditions of buildings.

NMC/MMF-635 *Formerly Identified as:* NMC-1260

## Research

*Description:* Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian Register of research and researchers in the social sciences; staff research program — five year projection.

NMC/MMF-640 *Formerly Identified as:* NMC-1270

## Publications

*Description:* Research publications and manuscripts; also book reviews and theses. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series.

NMC/MMF-645 *Formerly Identified as:* NMC-1280

## Loans

*Description:* Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge — rattles.

NMC/MMG-650 *Formerly Identified as:* NMC-1290

## Exhibitions

*Description:* Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville documents; proposed exhibitions.

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NMC/MMG-655 *Formerly Identified as:* NMC-1300

### **Collections and Acquisitions**

*Description:* Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package.

NMC/MMG-660 *Formerly Identified as:* NMC-1310

### **Conservation**

*Description:* Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy.

NMC/MMG-665 *Formerly Identified as:* NMC-1320

### **Research**

*Description:* Research on artifacts for the benefit of government and the general public. *Topics:* Research policy.

NMC/MMG-670 *Formerly Identified as:* NMC-1330

### **Publications**

*Description:* Research publications and manuscripts; also book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitseloak publications; scientific publications; guide books; brochures; Vis-a-vis; popular publications; Canadian Studies report; the Victoria Memorial Museum Building Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada.

NMC/MMG-675 *Formerly Identified as:* NMC-1340

### **Loans**

*Description:* Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance; loans.

NMC/MST-680 *Formerly Identified as:* NMC-1350

### **Exhibitions**

*Description:* Information on permanent in-house, travelling, special and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; agriculture; aviation and space; industrial technology.

NMC/MST-685 *Formerly Identified as:* NMC-1360

### **Acquisitions of Collections**

*Description:* Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Policy; correspondence; agriculture; astronomy; Aeronautical Collection; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology; forestry technology; photographic technology.

NMC/MST-690 *Formerly Identified as:* NMC-1370

### **Conservation**

*Description:* Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Agriculture; aviation and space; ground transportation; industrial technology; marine technology.

NMC/MST-695 *Formerly Identified as:* NMC-1380

### **Loans**

*Description:* Information on incoming and outgoing loans for exhibitions; also loans to government offices, the Prime Minister's residence and for special events. *Topics:* Agriculture; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology.

## **Deleted Classes of Records**

NMC-70 Indemnification (see NMC/CMS-025 **Planning and Policy Development**)

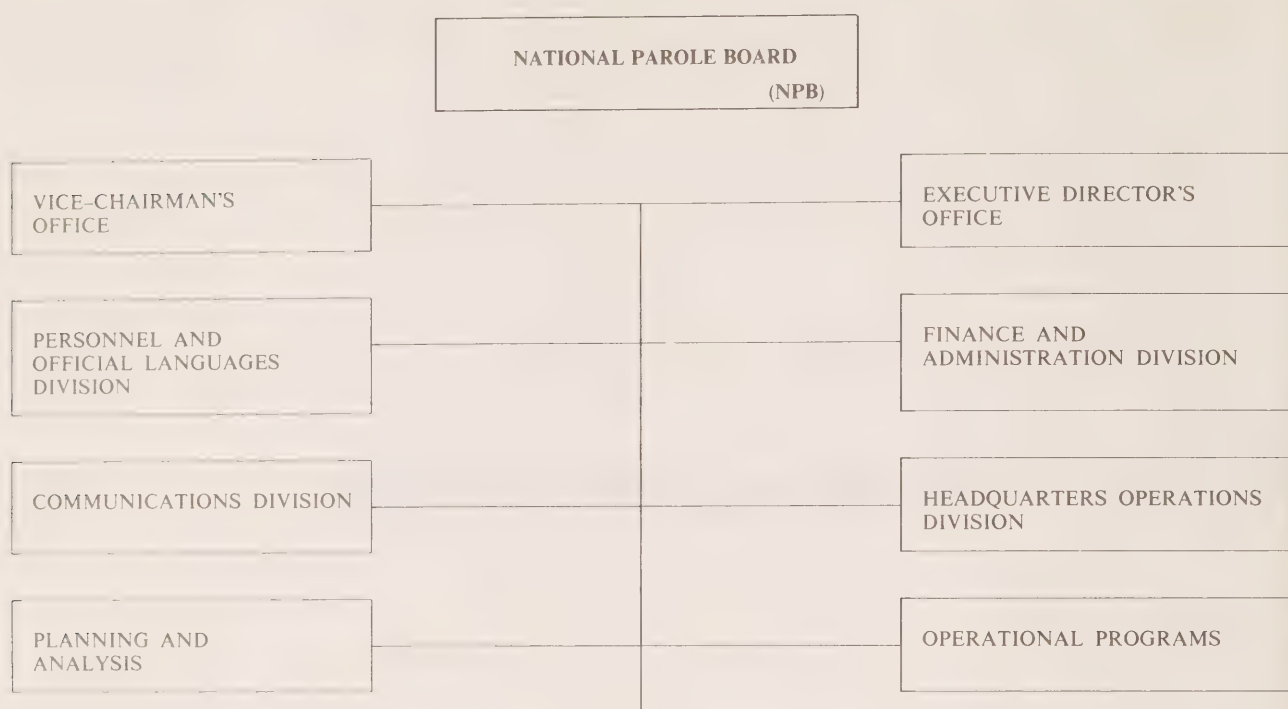




# **NATIONAL PAROLE BOARD**

## **Chapter 67**

# NATIONAL PAROLE BOARD



## CLASSES OF RECORDS

- 005 Operations — General
- 010 Clemency — General
- 015 Clemency — Criminal Records Act
- 020 Clemency — Royal Prerogative of Mercy
- 025 Parole — General
- 030 Parole — Eligibility
- 035 Parole — Release and Release Programs
- 040 Parole — Reviews
- 045 Parole Supervision — Violations

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
NATIONAL PAROLE BOARD  
340 LAURIER AVENUE WEST  
OTTAWA, ONTARIO  
K1A 0R1



# NATIONAL PAROLE BOARD

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## Background

The National Parole Board is one part of the Canadian criminal justice system. This system, whose aim is to reduce criminal activity and to minimize its repercussions in society, is made up of several closely interrelated components including the body of criminal law, the judiciary and legal profession, the law enforcement agencies and the correctional services. Jurisdiction over these components is shared by all levels of government.

At the federal level, the National Parole Board is a component of the Ministry of the Solicitor General which also encompasses the Royal Canadian Mounted Police and the Correctional Service of Canada.

## Laws and Regulations

- Parole Act and Regulations
- Criminal Records Act
- Penitentiary Act
- Prisons and Reformatory Act
- Criminal Code

## Overall Responsibilities

In accordance with the provisions of the *Parole Act* and other relevant statutes, the Board grants, denies and controls the conditional release of inmates from federal institutions and, with the exception of the granting of temporary absences, from provincial institutions in provinces without a provincial parole board (the provinces of Québec, Ontario and British Columbia have their own provincial parole boards).

The Board also makes recommendations to the Solicitor General of Canada for the exercise of the Royal Prerogative of Mercy and for the granting and revocation of pardons under the *Criminal Records Act*.

Its responsibility for the development of policy derives from Section 25 of the Regulations, which requires the executive committee, in consultation with the Board, to develop and promulgate policies and procedures to be followed by the Board in carrying out its duties and functions.

## Glossary of Key Terms

- **Temporary absence** is an occasional release from the institution for humanitarian or medical reasons.
- **Day parole** is a limited form of conditional release designed to help prepare for full parole or mandatory supervision.
- **Full parole** allows an individual to complete his or her sentence in the community provided he or she satisfies a number of conditions, including regular reporting to the parole officer and the police.
- **Mandatory supervision** is a legal right of inmates to serve a prescribed remaining portion of their sentences in the community providing they abide by conditions imposed by the National Parole Board. Should they violate conditions, they are returned to the institution.

## Organization

The National Parole Board has its headquarters in Ottawa. There are five regional offices: Moncton, Montréal, Kingston, Saskatoon and Burnaby.

The Board consists of 26 full-time members appointed for a period of up to ten years by the Governor-in-Council upon the recommendation of the Solicitor General. Several temporary members are also appointed in each region to assist the Board in its duties. In addition, representatives in each region (community board members) are

designated to act as regular board members when release is being considered for inmates serving sentences of imprisonment for life, or for an indeterminate period.

Board members are positioned in six divisions: the headquarters division and the five regional divisions. The role of the headquarters division differs somewhat from that of regional divisions in that its members review, through an appeal process, certain negative decisions of the Board in which they did not participate. They also make recommendations on clemency and the Royal Prerogative of Mercy to the Solicitor General for submission to the Governor-in-Council.

The Chairman is the chief executive officer who is responsible for all National Parole Board matters. Under his or her direction, a vice-chairman and an executive officer supervise National Parole Board operations and administrative support activities respectively.

## Major Publications

- The National Parole Board (1981) — a brief overview of the structure and operation of the National Parole Board, including the requirements to be met for parole eligibility and the Board's role in the supervision of parolees. A schedule of eligibility for release is also included.
- Pardon under the *Criminal Records Act* (1981) — this booklet contains all the relevant information for an individual seeking pardon for a criminal offence. It answers 33 basic questions on the philosophy and mechanism of pardon. The booklet also reproduces the *Criminal Records Act* and contains an application form and a fingerprint kit.
- A History of Parole in Canada
- Inmates' Rights
- What is Parole
- Gating
- Community Board Members
- Release Conditions and Supervision
- Lifers
- Habitual Criminals
- The National Parole Board — a Numerical Overview
- Questions and Answers for Inmates in Provincial and Territorial Institutions
- A National Parole Board Handbook for Judges and Crown Attorneys

Publications can be obtained by writing to

Director of Communications  
National Parole Board  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R1

or the National Parole Board regional office nearest you.

### Atlantic Region

National Parole Board  
P.O. Box 1370  
Moncton, New Brunswick  
E1C 8T6  
Telephone: (506) 388-6341

# NATIONAL PAROLE BOARD

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## Québec Region

National Parole Board  
Québec Regional Office  
Guy Favreau Complex  
200 Dorchester West  
West Tower, 2nd Floor  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-4584

## Ontario Region

National Parole Board  
P.O. Box 620  
Kingston, Ontario  
K7L 4X1  
Telephone: (613) 547-4124

## Prairie Region

National Parole Board  
6th Floor, Churchill Building  
229 Fourth Avenue South  
Saskatoon, Saskatchewan  
S7K 3X5  
Telephone: (306) 975-4228

## Pacific Region

National Parole Board  
4664 Lougheed Highway  
Room 230  
Burnaby, British Columbia  
V5C 5T5  
Telephone: (604) 666-2121

## Access Procedures

The decision to release files under the *Privacy Act* and the *Access to Information Act* begins with the receipt of a formal request at the one centralized operation centre in Ottawa, and includes the acquisition of the documents from the records holder, whether located in Ottawa or in regional offices, and a multiple-lines review in the region and at headquarters of the documents before they are released to the applicant.

All formal requests for access to information under the *Access to Information Act* should be forwarded to

Access to Information and Privacy Co-ordinator  
National Parole Board  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R1  
Telephone: (613) 995-1308

## Vice-Chairman's Office

The vice-chairman directs a secretariat which co-ordinates from national headquarters the conception and implementation of all Board policies regarding parole and clemency matters. In that respect, it records and ensures implementation of decisions made by the executive committee of the Board, comprised of the Chairman, vice-chairman, the senior board member of the headquarters division and the five regional senior board members. In addition, the secretariat assumes responsibilities for the professional development of board members and the development and implementation of professional standards in the decision-making process.

## Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the National Parole Board and the Correctional Service of Canada
- Agreements With Other Countries on Exchange of Offenders

- Minutes of Executive Committee and General Board Meetings

## Executive Director's Office

The executive director is responsible for the planning, co-ordination and orderly management of Board activities and resources, in direct support of the decision-making operations of the Board. He or she oversees the regional administrative support activities of the Board through the regional senior managers known as regional executive officers, as well as the headquarters activities through directors responsible for the following divisions.

## Personnel and Official Languages Division

This division provides personnel services common to all government departments. It is also responsible for the co-ordination of the official languages policy of the Board. Details on the classes of records held by this administrative unit may be found elsewhere in this Register.

## Finance and Administration Division

This division provides services in the areas of finance, administration, word processing and records management. These services are common to all government departments, and details on the classes of records held by this division may therefore be found elsewhere in this Register.

## Communications Division

This division is responsible for improving the public awareness of the Board's objectives and programs.

## Headquarters Operations Division

This division consists of Planning and Analysis, and Operational Programs.

## Planning and Analysis

Planning and Analysis co-ordinates operational planning, including the development and the revision of policies and procedures. It includes the investigation of long-range issues affecting the Board and effects of changes in policies. Other responsibilities include research, statistical and evaluation programs.

## Operational Programs

Operational Programs is divided into three sections: the case analysis and review section, which is responsible for investigating and analyzing inmate requests for re-examination of certain negative Board decisions; the clemency section, which processes applications for pardon and clemency; and the access to information and privacy section, which is responsible for co-ordinating the Board's access to information and privacy program.

## Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the Correctional Service of Canada and the National Parole Board
- Criminal Records Procedures Manual
- Treasury Board's Interim Policy Guide on Access to Information and Privacy

## Classes of Records

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The following classes of records are common to each division of the National Parole Board.

## NATIONAL PAROLE BOARD

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NPB/NPB-005 *Formerly Identified as:* NPB-10

### **Operations — General**

*Description:* Information on the general operations of criminal justice correctional matters. *Topics:* Criminal records; incarcerations; offences; inmate management; rehabilitation; research and statistics.

NPB/NPB-010 *Formerly Identified as:* NPB-20

### **Clemency — General**

*Description:* General information related to clemency. *Topics:* Legal matters; statistics.

NPB/NPB-015 *Formerly Identified as:* NPB-30

### **Clemency — Criminal Records Act**

*Description:* Information on enquiries and investigations in response to requests for pardon under the *Criminal Records Act*. *Topics:* Eligibility; hearings and submissions; enquiries; investigations; notifications.

NPB/NPB-020 *Formerly Identified as:* NPB-40

### **Clemency — Royal Prerogative of Mercy**

*Description:* Information on enquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. *Topics:* Enquiries; investigations; amnesty; submissions.

NPB/NPB-025 *Formerly Identified as:* NPB-50

### **Parole — General**

*Description:* Information on the release of offenders on parole, mandatory supervision and temporary absences. *Topics:* Agreements and exchanges; delegation of authority; enquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation.

NPB/NPB-030 *Formerly Identified as:* NPB-60

### **Parole — Eligibility**

*Description:* Information on the eligibility of inmates to be released on day parole, full parole or temporary absence. *Topics:* Parole eligibility; after forfeiture, revocation and termination; day parole; temporary absences.

NPB/NPB-035 *Formerly Identified as:* NPB-70

### **Parole — Release and Release Programs**

*Description:* Information on aspects of the release of offenders on parole, day parole, temporary absences, terms and conditions of parole. *Topics:* Day parole; deportation; programs and projects - general; special; release; temporary absences; terms and conditions.

NPB/NPB-040 *Formerly Identified as:* NPB-80

### **Parole — Reviews**

*Description:* Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and if either is granted, the date from which it is to be effective. *Topics:* Board reasons - federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation.

NPB/NPB-045 *Formerly Identified as:* NPB-90

### **Parole Supervision — Violations**

*Description:* Information on the supervision and violation aspects of parole, mandatory supervision, apprehension of the released inmate and recommittal. *Topics:* Apprehension and recommittal; forfeiture; mandatory supervision; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination.





# **NATIONAL RESEARCH COUNCIL OF CANADA**

## **Chapter 68**

# NATIONAL RESEARCH COUNCIL OF CANADA

## NATIONAL RESEARCH COUNCIL OF CANADA

(NRC)

### PRESIDENT'S OFFICE

(EXE)

005 President's Office  
010 Council Secretariat  
015 Executive Vice-President  
020 Public Relations and Information Services  
025 International Relations

### DIVISION OF BIOLOGICAL SCIENCES

(BSC)

065 Administration  
070 Cell Physiology  
075 Animal Care and Research  
080 Microbiology  
085 Biomathematics  
090 Cell Biophysics  
095 Ecotoxicology  
100 Animal Physiology  
105 Environmental Studies  
110 Immunochemistry  
115 Molecular Biochemistry  
120 Molecular Biophysics  
125 Molecular Genetics  
130 X-Ray Crystallography

### ATLANTIC RESEARCH LABORATORY

(ARL)

030 Director's Office  
035 Administration  
040 Analytical Methods and Services  
045 Marine Biosciences  
050 Biological Chemistry  
055 Industrial Materials and Processes  
060 Microbiology

### BIOTECHNOLOGY RESEARCH INSTITUTE

(BRI)

135 Administration

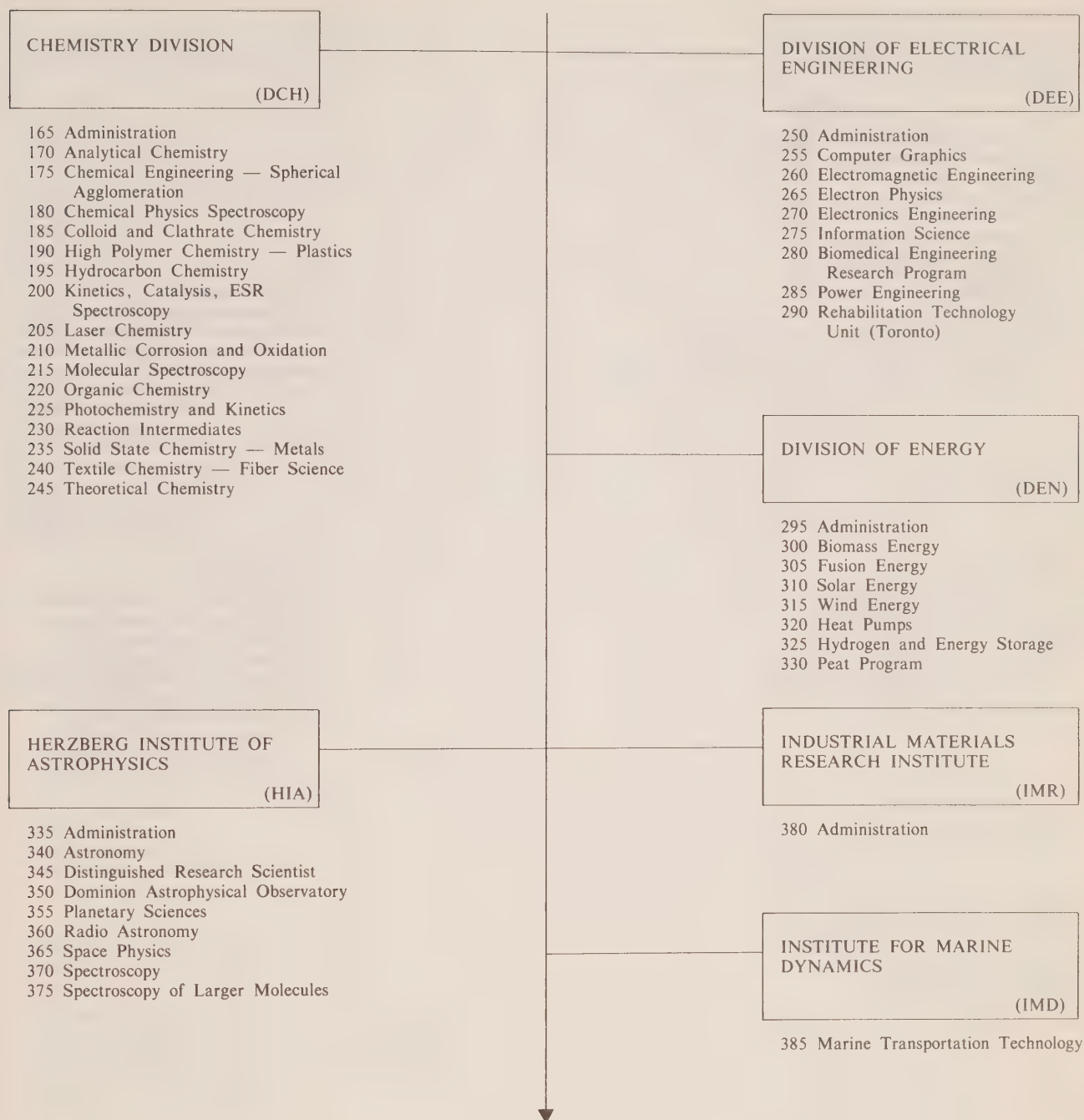
### CANADA CENTRE FOR SPACE SCIENCE

(CCS)

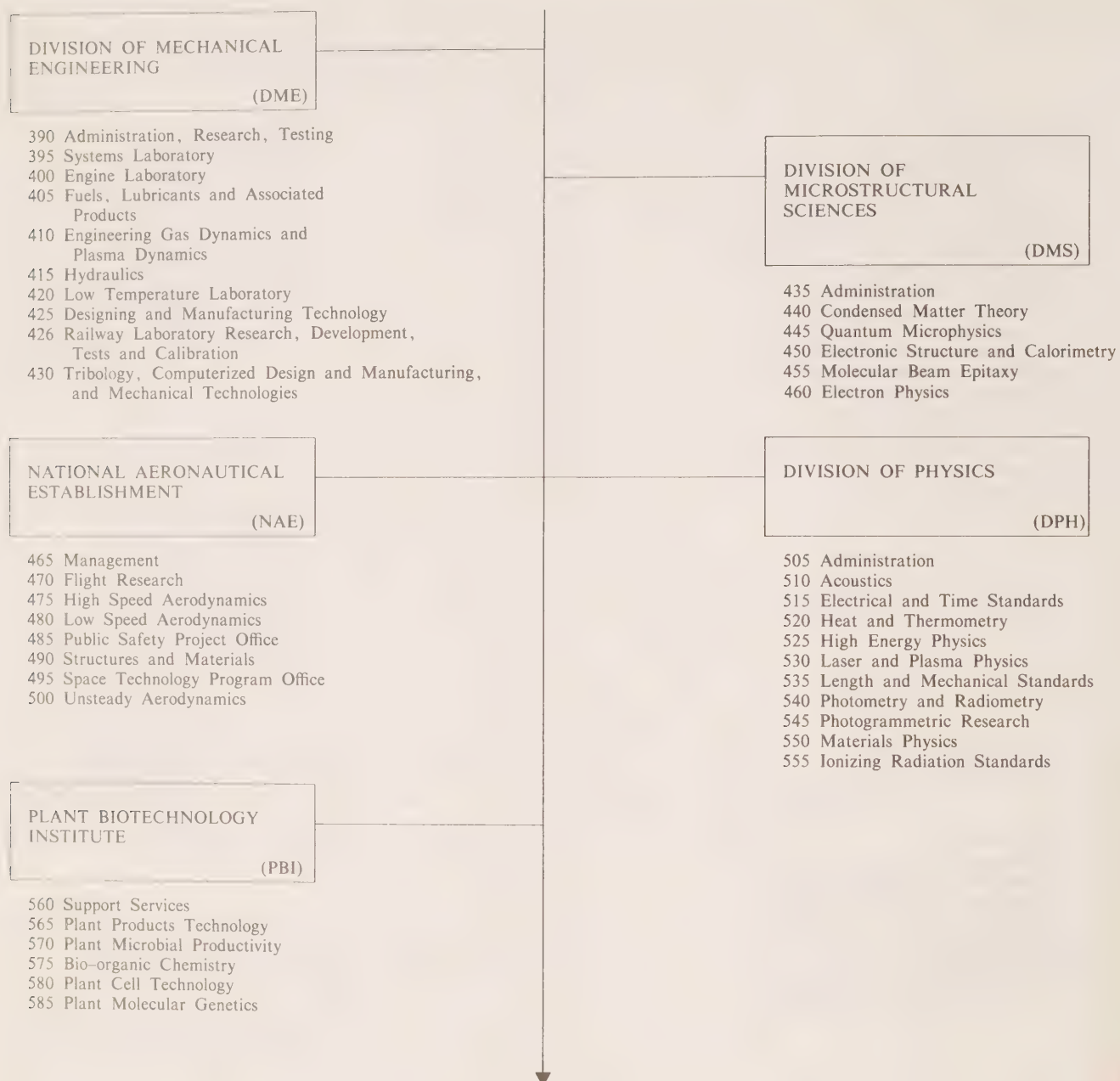
140 Administration  
145 Scientific Planning and Education  
150 Instrument Development  
155 Engineering Administration  
160 Operational Engineering and Projects  
161 Equipment and Facilities



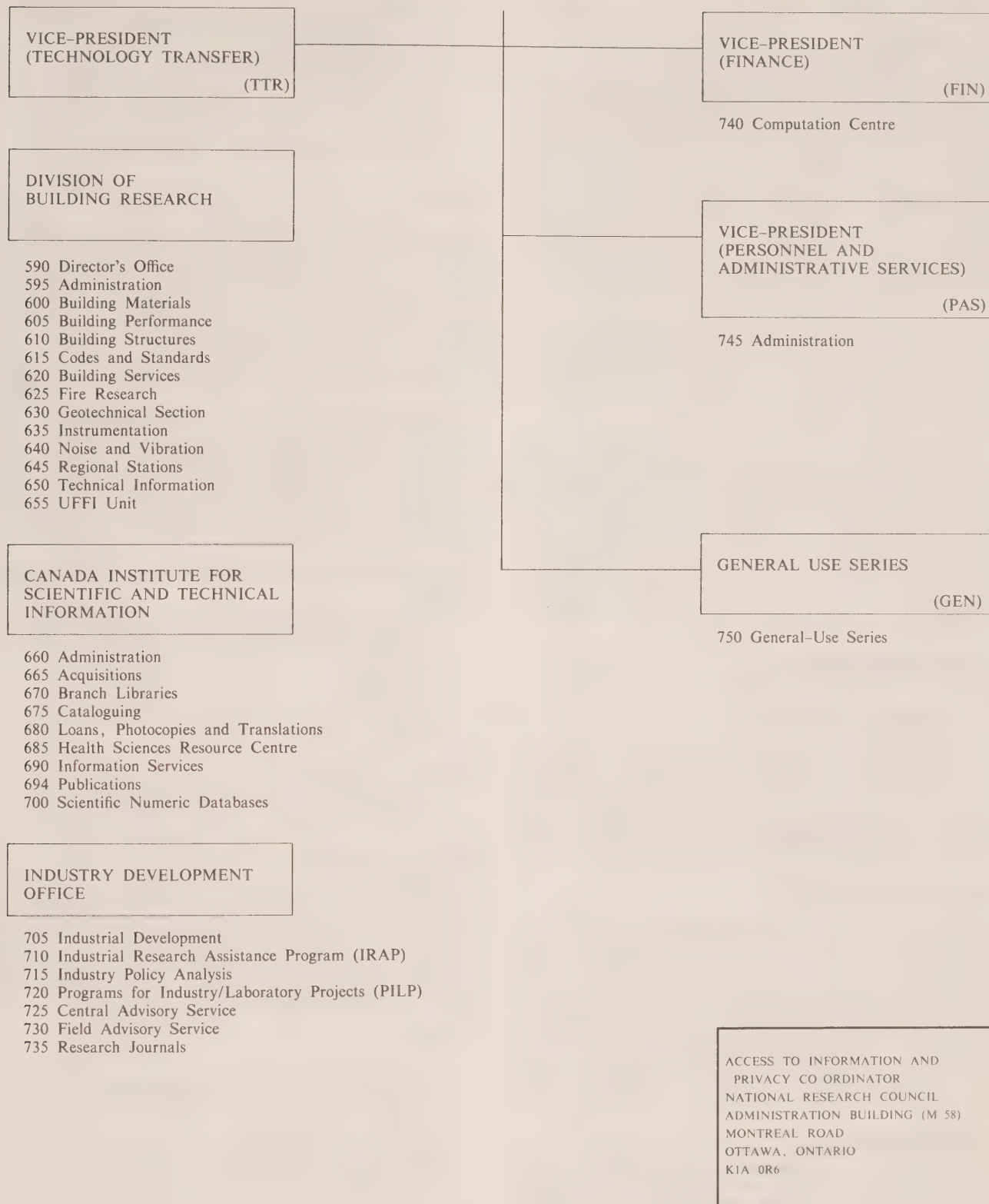
# NATIONAL RESEARCH COUNCIL OF CANADA



# NATIONAL RESEARCH COUNCIL OF CANADA



# NATIONAL RESEARCH COUNCIL OF CANADA





## Background

The National Research Council (NRC) is a departmental Crown corporation with a governing council consisting of a president and 21 members appointed by the Governor-in-Council. The President is supported by six vice-presidents, a current staff of about 3,300 and a budget for 1985-86 of approximately \$440 million. As the principal research agency of the federal government the NRC has a broad mandate: to promote, assist and undertake scientific and industrial research for national development. This mandate is carried out under a wide spectrum of activities, which include the performance of scientific and engineering research in response to national, economic and social needs in the fields of transportation, energy, food, building, construction, industrial innovation and development, health, security, safety and environmental quality.

Under this mandate the Council also provides direct financial and technical assistance to industry; establishes and maintains standards; provides national scientific and technological facilities for industry and universities; supports scientific and engineering research teams in core technologies; and operates a nationwide network of scientific and technical information services.

The laboratories of the National Research Council consist of 15 divisions spanning the physical and life sciences and engineering disciplines. They are located mainly in the National Capital region, but substantial operations have been placed, or are being established, in Manitoba, Newfoundland, Nova Scotia, Québec, Saskatchewan and British Columbia. Their activities encompass a wide range of scientific and engineering endeavours and while all laboratories possess similar "housekeeping" records relating to the general administration of their operations, the detailed supporting material supplied in the following pages describes the information holdings that are unique to each individual laboratory.

## Laws and Regulations

- The National Research Council Act

## Overall Responsibilities

The National Research Council has two basic programs. The first, called the Scientific and Industrial Research Program, provides a national foundation for the creation, application and use of knowledge derived from the natural sciences and engineering. The second, the Scientific and Technical Information Program, facilitates the use of scientific and technical information by the government and people of Canada.

## Information Services

In addition to the day-to-day information exchanges that take place between the Council's research staff and the scientific community, the National Research Council has three main operations through which it disseminates information to industry, the universities and the general public. These are Public Relations and Information Services (PRIS), the Canada Institute for Scientific and Technical Information (CISTI) and the Technical Information Service (TIS). A brief synopsis of their roles and activities is provided in the following three paragraphs, with more detailed accounts being supplied in the relevant sections of the supporting material.

## General Information

General information on the National Research Council is provided by Public Relations and Information Services through its headquarters facilities in Ottawa. This unit deals mainly with the media and the general public. Contact may be made in person, by telephone, or by writing to

Director  
Public Relations and Information Services  
National Research Council  
Administration Building (M-58)  
Montreal Road  
Ottawa, Ontario  
K1A 0R6  
Telephone: (613) 993-9101

## CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge and is designed to provide information services to the scientific, engineering and medical communities in industry, business and government, as well as to the general public. The data is derived from millions of reference items contained in an outstanding library, a computer that holds data from Canada, the United States and other world locations, and a highly qualified staff both within CISTI and the laboratories of the Council.

The many specialized CISTI services include a personalized current awareness service; an on-line enquiry service, which gives instant access to the various scientific and engineering databases; a health sciences resource centre, which provides nationwide access to Medline — the U.S. National Library of Medicine databases in medicine and toxicology; the interlibrary loan and photocopying service; and a general reference service, which provides access to the world's scientific and technical literature.

Additional information can be obtained in person, by telephone or by writing to

Canada Institute for Scientific and Technical Information  
National Research Council  
Building M-55  
Montreal Road  
Ottawa, Ontario  
K1A 0S2  
Telephone: (613) 993-1600

## Automatic Answering Service

English: (613) 993-2441  
French: (613) 993-2528

## Regional Contacts

Scientific and technical information as well as advice and assistance to the Canadian manufacturing industry and the small business community in particular are provided by the field advisory offices of the Industry Development Office (IDO). Located across Canada and staffed by scientists and engineers, these offices have access to all the resources, services and expert advice of the NRC. These offices are listed below.

## Burnaby

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o Simon Fraser University  
Development Office, Room 3051  
Burnaby, British Columbia  
V5A 1S6  
Telephone: (604) 291-4846

# NATIONAL RESEARCH COUNCIL OF CANADA

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## Calgary

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o Alberta Research Council  
Industrial Development Department  
250-1620-29th Street, N.W.  
Calgary, Alberta  
T2N 4L7  
Telephone: (403) 282-9136

## Regina

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
3475 Albert Street  
Regina, Saskatchewan  
S4S 6X6  
Telephone: (306) 565-3240

## Saskatoon

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o Saskatchewan Research Council  
SEDCO Centre, 15 Innovation Blvd.  
Saskatoon, Saskatchewan  
S7N 2X8  
Telephone: (306) 664-5435

## Winnipeg

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
1329 Niakwa Road  
Winnipeg, Manitoba  
R2J 3T4  
Telephone: (204) 945-6133

## Windsor

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o Office of Research Services  
University of Windsor  
Windsor Hall Tower, Room 418  
Windsor, Ontario  
N9B 3P4  
Telephone: (519) 973-7032

## London

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
Federal Building, Room 401  
457 Richmond Street  
London, Ontario  
N6A 3E3  
Telephone: (519) 679-5279

Officer-in-Charge  
Program for Industry/Laboratory Projects (PILP)  
National Research Council  
457 Richmond Street, Room 403  
London, Ontario  
N6A 3E3  
Telephone: (519) 679-5270

## Waterloo

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o University of Waterloo  
Office of Research  
Needles Hall, Room 3015  
Waterloo, Ontario  
N2L 3G1  
Telephone: (519) 888-4049

## Hamilton

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o Mohawk College  
Saltfleet Campus  
P.O. Box 3610, Station C  
Hamilton, Ontario  
L8H 9M9  
Telephone: (416) 662-3700

## Scarborough

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
200 Town Centre Court  
Scarborough, Ontario  
M1P 4X8  
Telephone: (416) 973-4484

## Ottawa

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
Building M-55  
Ottawa, Ontario  
K1A 0R6  
Telephone: (613) 993-3431

## Montréal

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
2535 Cavendish Blvd., Suite 215  
Montréal, Québec  
H4B 2Y5  
Telephone: (514) 283-8231

## Ste-Foy, Québec

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
333, rue Franquet, C.P. 9038  
Ste-Foy, Québec  
G1V 4C7  
Telephone: (418) 648-3419

Officer-in-charge  
Program for Industry/Laboratory Projects (PILP)  
National Research Council  
2560 boul. Hochelaga  
Ste-Foy, Québec  
G1V 2JB  
Telephone: (418) 694-4161

# NATIONAL RESEARCH COUNCIL OF CANADA

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## Chicoutimi

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
a/s Dept. des sciences appliquées  
Université du Québec à Chicoutimi  
555 boul. de l'Université  
Chicoutimi, Québec  
G7B 2B1  
Telephone: (418) 545-5512

## Rimouski

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
a/s Laboratoire Océanologique de Rimouski  
310 avenue des Ursulines  
Rimouski, Québec  
G5L 3A1  
Telephone: (418) 722-3155

## Moncton

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o New Brunswick Research and Productivity Council  
P.O. Box 825  
Campbellton, New Brunswick  
E3N 3H3  
Telephone: (506) 753-5443

## Wolfville

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
c/o Acadia University  
Huggins Hall, Room 145  
P.O. Box 1304  
Wolfville, Nova Scotia  
B0P 1X0  
Telephone: (902) 542-2201

## Charlottetown

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
134 Kent Street, Suite 503  
Charlottetown, Prince Edward Island  
C1A 8R8  
Telephone: (902) 566-7496

## St. John's

Officer-in-Charge  
Industrial Research Assistance Program (IRAP)  
National Research Council  
136 Crosbie Road  
St. John's, Newfoundland  
A1B 3K3  
Telephone: (709) 772-5228

## Provincial Research Bodies

Through contract arrangements with the provincial research councils, similar information and assistance is also available from

## British Columbia

Officer-in-Charge  
Management Services Division  
B.C. Research  
3650 Wesbrook Mall  
Vancouver, B.C.  
V6S 2L2  
Telephone: (604) 224-4331

## Alberta

Officer-in-Charge  
Industrial and Engineering Services  
Research Council of Alberta  
Terrace Plaza, 4th Floor — Office Tower  
4445 Calgary Trail South  
Edmonton, Alberta  
T6H 5C3  
Telephone: (403) 438-0666

## Manitoba

Officer-in-Charge  
Industrial Technology Centre  
Manitoba Research Council  
533-155 Carlton Street  
Winnipeg, Manitoba  
R3C 3H8  
Telephone: (204) 944-2031

## Saskatchewan

Officer-in-Charge  
Industrial Services Division  
Saskatchewan Research Council  
30 Campus Drive  
Saskatoon, Saskatchewan  
S7N 0X1  
Telephone: (306) 664-5400

## Ontario

Officer-in-Charge  
Industrial Productivity Services  
Department of Engineering  
Ontario Research Foundation  
Sheridan Park Research Community  
Mississauga, Ontario  
L5K 1B3  
Telephone: (416) 822-4111

## Québec

Officer-in-Charge  
Centre de recherche industrielle du Québec (CRIQ)  
245, boulevard Hymus  
Pointe Claire, Québec  
Telephone: (514) 694-3330  
  
Officer-in-Charge  
Centre de recherche industrielle du Québec (CRIQ)  
333, rue Franquet  
Ste-Foy, Québec  
G1V 4C4  
Telephone: (418) 659-1550

## New Brunswick

Officer-in-Charge  
Management Services  
Research and Productivity Council  
P.O. Box 6000  
Fredericton, New Brunswick  
E3B 5H1  
Telephone: (506) 455-8994



# NATIONAL RESEARCH COUNCIL OF CANADA

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## Nova Scotia

Officer-in-Charge  
Industrial and Information Services  
Nova Scotia Research Foundation Corporation  
100 Fenwick Street  
Dartmouth, Nova Scotia  
B2Y 3Z7  
Telephone: (902) 424-8670

## Access Procedures

The National Research Council currently responds to thousands of enquiries a year through the established services described above, and this practice will continue. In addition, the NRC has an Access to Information Co-ordinator, whose principal duty is to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to obtain information under the legislation.

The NRC Co-ordinator for Access to Information oversees the access to information function at the Council, including the preparation of the entry for the Access Register, service to the public wishing to obtain access to information, the determination of exemptions and third-party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court, and the Report to Parliament. Enquiries concerning the administration of the *Access to Information Act* within the National Research Council should be addressed to

Access and Privacy Co-ordinator  
National Research Council  
Administration Building (M-58)  
Montreal Road  
Ottawa, Ontario  
K1A 0R6  
Telephone: (613) 993-9429

## President's Office

The President is the chief executive officer of the National Research Council and has supervision over and direction of the work of the Council and of the officers, technical and otherwise, appointed for the purpose of carrying on the work of the Council.

## Council Secretariat

The secretariat provides a number of corporate services, including administration for the governing council and the executive offices, committees of the Council including standing committees, associate committees and advisory committees, as well as the management committee.

Additional secretariat functions include legal services, internal audit, external audit, parliamentary and ministerial services, history and archives, official languages, access to information and privacy, and affirmative action.

## Manuals

- Standard Operating Policies and Procedures (SOPP)
- Personnel Administration Manual (PAM)
- Financial Management Manual (FMM)

## Executive Vice-President

The executive vice-president has the overall responsibility for the operation of all NRC laboratories and research institutes, as well as research programs carried out across a number of laboratory divisions.

The other main areas of responsibility are international relations, university relations and related operations.

## Public Relations and Information Services

The branch serves as a central source of general information about the National Research Council. By participating in exhibitions across Canada, arranging visits and open-house events and generally responding to a wide range of enquiries, it endeavours to provide information to the public that will keep it up to date and aware of the Council's role, objectives, programs and achievements. It also acts in an advisory capacity and as a central resource in the implementation of information activities on specific NRC programs.

## Atlantic Research Laboratory

The Atlantic Research Laboratory (ARL) has five major research and development sections, an administrative support service and the Seaweed Culture Station located at Fink Cove, Nova Scotia. The director's office is responsible for the overall operation of ARL including policy, planning, program forecasting, estimates, interaction with the industrial, scientific and university communities, and public relations.

## Administrative Services

Administrative Services is responsible for plant engineering services at the Atlantic Research Laboratory and at the Seaweed Culture Station at Fink Cove, Nova Scotia, as well as general administrative services, maintenance, financial services, stores (including purchasing), photography, drafting and personnel services.

## Manuals

- Standing Operating Policies and Procedures (SOPP)
- Financial Management Manual
- Personnel Administration Manual

## Analytical Methods and Services

The principal objectives of this section are to develop chemical reference materials and improved methodology for the analysis of seawater and marine materials for use by marine scientists, government regulatory agencies and industry, and to provide advanced instrumental capabilities in support of other Atlantic Research Laboratory research programs. The marine analytical chemistry work is done in co-operation with the analytical chemistry section of the Division of Chemistry, and most of the work is contracted out. A committee on marine analytical chemistry with representatives from commercial firms, universities and government meets annually, monitors the program and provides advice. A special series of research reports and situation reviews are published. The advanced instrumental capabilities provided include infrared spectroscopy, scanning electron microscopy, electron microprobe analysis, X-ray crystallography, and electrophoresis. Each is the responsibility of a qualified professional. The ARL research programs include metallurgical chemistry, coal, silicon compounds and the chemical structure and biosynthesis of mycotoxins and metabolites of algae, bacteria and lichens.

## Marine Biosciences

The section conducts fundamental and applied research on coastal marine organisms, especially plants, to enhance understanding of their ecology, systematics, genetics, chemistry, biochemistry and physiology. Research and development is conducted in three main areas: ecological, taxonomic and genetic studies; chemical studies related to identification of biologically-active compounds; and physiological and biochemical studies directed at developing aquaculture technology.

## Biological Chemistry

This section is concerned with the development and application of nuclear magnetic resonance (NMR) techniques and the use of stable isotopes for the solution of biological and chemical problems, including that of silicon in metallurgical systems and the biological role of silicon (silicate) in marine organisms (e.g., diatoms, sponges).

## Industrial Materials and Processes

This section is concerned with the study of the kinetics and thermodynamics of chemical reactions at high temperatures, particularly reactions of importance to the pyrometallurgical processes (e.g., gas-slag-metal reactions, thermodynamics and constitution of metallurgical slags; transport of sulfur through slags and solubility of  $H_2O$  and  $CO_2$  in slags).

The group also performs research on specific problems of local industry. The latter involves links with the Sydney Steel Corporation, Brunswick Mining and Smelting, and the Noranda Research Centre.

## Microbiology

The section is concerned with the ecology, physiology and chemistry of fungi with particular reference to their role in agricultural systems. The emphasis is on mycotoxins and symbiotic associations with other plants (e.g., lichens) of particular Canadian significance.

## Division of Biological Sciences

The division is composed of 13 laboratory sections and the Director's Office.

### Director's Office

The Director's Office is responsible for the administration and operation of the division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates and contracts, it contributes to the main function of the division, which is to conduct research in the biological sciences directed towards new knowledge, and with applications to industry, health, and environmental standards.

## Cell Physiology

The section carries out endocrine and ionic regulation of cell proliferation in bone marrow, kidney, liver, peripheral lymphocytes, thymus, tumours and cells in culture with the objective of understanding why cells divide. One possible medical application would be in the area of the detection and treatment of cancer.

## Animal Facility

This section's research involves the immunogenic potential of micro-organisms causing diseases in animals with the aim of producing immunoprophylactic (disease-protective) agents.

## Microbiology

This section conducts research on the growth and physiology of bacteria and yeasts and on the microbiological conversion of organic materials into usable fuels and chemicals. Organic materials include wood cellulose, waste cellulose, and industrial, agricultural and municipal waste streams. The group is phasing out work on fruit and vegetable storage.

## Biomathematics

The section performs mathematical analyses of biological systems; genetic code and protein sequence analysis and the secondary structure of ribonucleic acids; theoretical studies of molecular mechanisms; algorithms and associated software applied to the deconvolution of fluorometric data; and statistical analyses in connection with experiments carried out in other sections of the division.

## Cell Biophysics

The section studies microfibril biosynthesis in bacterial cellulose and provides electron microscopy expertise for other divisional projects.

## Ecotoxicology

The section conducts research on the pathways of pollutants through the environment; transformation in sediment, water, air and biota; mechanisms of toxicity and interactions, especially of heavy metals; and hazard assessment of environmental contaminants.

## Animal Physiology

The section conducts research into the neural and hormonal control of energy balance (energy intake, expenditure and storage) in mammals.

## Environmental Secretariat

As an aid to regulatory agencies, the Environmental Secretariat compiles and analyzes published scientific data for use in establishing cause and effect of pollutants in the environment. Published criteria and monographs concern areas such as radioactivity in the environment, effects of pulp and paper wastes on aquatic life, the formation, transport and effects of photochemical air pollution, and other discussions regarding doses and effects of environmental pollutants.

## Immunochemistry

The activities of this section centre on the establishment of the structural basis for immunospecificity of antigens of pathogenic bacteria.

## Molecular Biochemistry

The section conducts research into the structure, interaction and dynamics of biologically active proteins, mechanism of action at the molecular level of antibodies, enzymes, proteins and nucleic acids using biochemical and kinetic techniques; laser-Raman and luminescence spectroscopy; laser-flash photolysis; circular dichroism; and synthesized peptides. Its activities also include research on enzymic hydrogen production; immobilized enzymes; and affinity chromatography.

## Molecular Biophysics

The section investigates the behaviour of biologically active compounds in living systems using nuclear magnetic resonance (NMR) spectroscopy.

## Molecular Genetics

The section investigates the "in vitro" synthesis of biologically active DNA; the development and application of improved recombinant DNA techniques for the insertion and expression of genes; the structure and function of chromosomes of eukaryotes — in particular



those of yeast; and the control of gene expression at the levels of transcription, translation and cellular expression.

## X-Ray Crystallography

The section conducts research into structure-function relationships in biological systems; the determination of chemical pathways and conformational preferences; and the stereochemistry of molecules of biological significance through X-ray crystal structure analyses.

## Biotechnology Research Institute

The institute is located in Montréal and emphasizes the industrial application of biological sciences, focusing on the development of new processes and products. The main areas of research include fermentation and biochemical and process engineering, genetic engineering, cell fusion, and enzyme technology. A large-scale fermentation facility is available for pilot scale experimentation with new fermentation methods and economic evaluation. The research and development focuses on agro-food, energy, pharmaceuticals, waste management and forestry.

## Canada Centre for Space Science

### Director's Office

The Director's Office is responsible for the direction and administration of the Canada Centre for Space Science (CCSS). By directing and correlating activities in the areas of policy, planning, program forecasting and estimates, it contributes to the main function of the CCSS, which is to plan, co-ordinate and support space science in Canada.

### Scientific Planning and Evaluation Group

This group is responsible for the evaluation, planning and monitoring of the space science program in Canada. The program conducts experiments using instruments on rockets, balloons, satellites and space transportation systems, supported by ground-based instruments and data networks. Experiments are selected on the basis of scientific integrity and cost-effectiveness of benefits to Canada.

### Facilities Branch

The branch is a national facility providing services (primarily related to scientific rockets, balloons and satellites) to industry, government and universities that assist basic and exploratory research in the natural sciences and support industrial innovation and development. The branch is advertised as a national facility to the Canadian and international space science communities, and there are formal mechanisms that permit access to branch services.

#### Manuals

- Standing Instructions for the Operation and Maintenance of NRC Space Research Facilities
- Rocket and Balloon Facilities Handbook
- Range Safety Regulations

### Instrumentation Section

The section manages the development of instruments required by university or government scientists for selected space science programs. The development of both space-borne and ground-based instruments is carried out through contracting with Canadian industry.

## Engineering Section

The section is responsible for providing the space science community with sounding rocket payloads, other space platforms, and support systems. Most of the services are supplied by contracting the work to the private sector for manufacturing and staff resources.

#### Manuals

- Manufacturers' literature in the form of engineering reports and technical memoranda
- Range Users' Handbook

## Operations

The section is responsible for the establishment, operation and maintenance of space research facilities in Canada. This includes major physical installations, capital equipment and expendable supplies for research into space and atmospheric phenomena.

#### Manuals

- Rocket and Balloon Facilities Handbook — defines available facilities and equipment, and outlines procedures on the use of these facilities
- Operational Safety Regulations — rules and regulations for the safe conduct of space science operations
- Standard Practice Instructions — detail work to be completed

## Chemistry Division

The Chemistry Division is composed of 16 laboratory sections and the Director's Office.

### Director's Office

The Director's Office is responsible for the administration and operation of the division. By directing and correlating activities in the areas of policy, planning, budgets and program forecasting, it contributes to the main function of the division, which is to conduct research in the chemical sciences with applications to the scientific community at large and to industry.

### Analytical Chemistry

The section develops analytical methods, frequently within the context of the Marine Analytical Chemistry Standards Program, and especially in the area of inorganic trace analysis. Analytical services are provided under certain circumstances.

### Chemical Engineering

This section carries out research on reverse osmosis, ultrafiltration, sludge and emulsion treatment with a view to the separation, recovery and reuse of materials of industrial importance. In addition, it investigates fluid-particle technology, size enlargement, and fine coal beneficiation methods to recover or increase the value of specific fossil fuels and various ores.

### Chemical Physics

Research in the section is concerned with the spectroscopy of organic compounds, semiconductor films and photovoltaic materials and devices.



## Colloid and Clathrate Chemistry

The section investigates the properties of suspensions, colloid science, surface problems, dielectric properties, nuclear magnetic resonance studies of solids, and low temperature calorimetry.

## High Polymer Chemistry

The section is engaged in research dealing with the kinetics and mechanisms of ionic polymerizations, especially those initiated by carbanions, stereoregular polymers and their characterization by solution, and NMR measurements of polymers and inorganic or organometallic complexes.

## Hydrocarbon Chemistry

The section conducts research on the chemistry and electron spin resonance (ESR) spectroscopy of organic free radicals in solution.

## Kinetics and Catalysis

The staff in the section undertake research in the following areas: reactions of atmospheric interest, and gas phase free radical reactions; heterogeneous catalysts; chemistry and electron spin resonance spectroscopy of free radicals; metal clusters; Vitamin E.

## Laser Chemistry Group

The group undertakes research into laser induced chemistry; laser isotope separation; enrichment of hydrogen, deuterium, tritium, carbon-13, zirconium, uranium; industrial applications of lasers; metal atom chemistry; photochemistry, photophysics and reaction dynamics.

## Metallic Corrosion and Oxidation

Research in the section is concerned with the mechanics and kinetics of the formation of oxides on metal surfaces, with electrochemistry and with the instrumental characterization of surface films.

## Molecular Spectroscopy

Research in the section involves studies of the vibration spectra of complex molecules of biological importance, vapor phase Raman intensities and band contours, and the development of new vibrational Fourier transform techniques.

## Organic Chemistry

This section researches the physical, organic and organometallic chemistry of reactive intermediates such as free radicals, carbenes and metallenes.

## Photochemistry and Kinetics

Research in the section includes studies of photochemistry and photophysics in the gas phase and reaction dynamics.

## Reaction Intermediates

Research in this group is concerned with the kinetics, mechanisms and spectroscopy of transient species as studied by pulsed techniques such as laser flash photolysis.

## Solid State Chemistry

Research in the section encompasses the chemistry and physics of metals, alloys and compounds, solid state inorganic chemistry, and X-ray diffraction and crystallographic computation.

## Textile Chemistry

The section performs research on the degradation of plastics and fibers by sunlight and by heat, the mechanisms by which ultraviolet stabilizers and flame retardants operate to protect such materials, the relation between the properties of plastics and fibers and their molecular structures. In addition, there is work going on in the development and evaluation of textile test methods.

## Theoretical Chemistry

Research in the section can be grouped into five areas: chemical physics, solid state and quantum optics, molecular physics, biophysics and quantum chemistry.

## Division of Electrical Engineering

The division is composed of eight laboratory sections and the Director's Office.

## Director's Office

The Director's Office is responsible for setting research program goals, objectives and priorities and for directing and co-ordinating the divisional research and service activities. The division conducts research in electrical, electromagnetic and electronic engineering; computer, biomedical and ultrahigh vacuum technology; surface science and quantum electronics, with applications to industrial and social development.

## Computer Graphics

This section conducts research in the following areas: intelligent robotics, computer graphics and image processing. The research in robotics focuses on problems in sensory-based robot control with emphasis on a multiprocessor computing architecture capable of serving the real-time processing requirements of a multi-sensor control system. The research in computer graphics involves the investigation of both hardware and software techniques of color raster display systems for advanced graphic work-station development. The image processing research involves the development of new knowledge in image analysis, recognition and image understanding and its application to the solution of problems in computer vision.

## Electromagnetic Engineering

This section conducts research on fundamental problems in electromagnetic and antenna theory. In addition, it develops measurement methods and maintains facilities for the design and evaluation of antennas and the analysis of electromagnetic interference. The following are specific application areas in the section: radar principles to study the polarization effects of precipitation; microwave heating for industrial processes; and the development of moisture and electromagnetic radiation sensors.

## Electron Physics

This section investigates the measurements, creation, processes and application of ultrahigh vacuum technology. Specific application areas include surface studies with regard to their order and physical properties; the preparation of lanthanum hexaboride as thermionic electron emitters and the calculation of their properties; the

fabrication of thin film devices using optical lithographic methods, particularly integrated optical devices; quantum electronics and laser technology emphasizing line width, optical memories and optical spectroscopy of rare earth solids. Finally, the section operates a liquid helium facility to internal and external users.

## Electronics Engineering

The section conducts research in two areas: instrumentation and software for intelligent robotic subsystems; and the applied use of photovoltaic technology. In the robotic subsystems area, effort is being devoted to optical-electronic measurement and inspection systems, digital and optical filtering techniques and the interfacing between measurement and control systems. In addition, the section develops power systems based on photovoltaic modules and evaluates the performance of photovoltaic modules.

## Information Science

This section's main area of research is computer-aided learning. It develops and evaluates a national authoring language (NATAL); develops terminals and software for specialized interactive computer application; maintains and operates a computer network for co-operative research in computer-aided design and manufacture, and computer-aided training; pursues research and development activities concerned with application of database technology in these areas; and studies computer-aided design focused on the development of computer-based models to assist in the design-decision process.

## Biomedical Engineering Research Program

The section develops instrumentation and techniques that define and analyze biological processes related to the clinical situation. There are four areas of endeavour: the development of technical aids for the physically handicapped to improve and increase their vocational opportunities and quality of life; the study of measurement of the effects of non-ionizing radiation such as ultrasound and electric current flow on body tissues; the development of methods of data collection, analysis and interpretation to facilitate the decision-making of the health worker; and the development of implant materials and instrumentation for orthopaedic research.

## Power Engineering

This section develops instrumentation for the electrical power industry and standards laboratories. It studies the deterioration of high-voltage insulation systems and the environmental effects of high-voltage direct-current transmission lines. In addition, it develops and analyzes high-voltage impulse measuring systems for application to industrial calibration, standardization and ultra-fast impulses.

## Rehabilitation Technology Unit (Toronto)

This section assists Canadian industry in developing and providing aids for the handicapped. It provides human and production engineering services to manufacturers; contracts and evaluates developmental models on a buy-back basis, ensuring the adherence to proper procedures; and co-operates with the Canadian Standards Association in testing developmental models for adherence to safety and reliability specifications.

## Division of Energy

The division is responsible for the co-ordination of the NRC's energy work and for managing program offices in solar, biomass, fusion energy, wind energy, hydrogen and energy storage, peat and heat pumps.

## Director's Office

The Director's Office is responsible for the administration and planning of the division and for the co-ordination and liaison with other federal departments with respect to energy programs. The divisional budget is directed primarily to programs contracted to industry.

## Biomass Energy Program

The program is responsible for co-ordination of the federal research and development program on bioenergy, including programs in other departments, as well as in-house and contracted work. Major activities relate to the harvesting and collection of biomass, conversion techniques and synthetic liquids fuels.

## Fusion Program

The program co-ordinates Canadian research and development directed at harnessing thermonuclear fusion energy. The program includes work performed in-house, work contracted out to utilities, industry, and universities, activities of other federal organizations, joint federal-provincial projects and collaborative research and development with foreign fusion programs.

## Solar Energy Program

The program is responsible for the management of NRC's solar research and development, including active solar heating systems for space and water, passive and hybrid heating systems, photovoltaic systems (direct-to-electricity conversion), industrial applications. The prime mechanism is contracted work to the Canadian solar industry.

## Wind Energy Program

The program is responsible for the federal research and development on wind energy, including support programs in other departments, as well as major in-house and contracted work. Major activities relate to assessment of wind energy resource, development of wind energy components and systems, field trials of wind energy systems and development of megawatt-scale turbines (AEOLUS).

## Heat Pumps

The program is responsible for co-ordination of the federal research and development program on heat pumps, including support programs in other departments, work performed in-house as well as contracted-out, and collaborative research and development with foreign heat pump programs. Major activities relate to industrial applications of heat pumps, residential applications of heat pumps, and component and technology development.

## Hydrogen and Energy Storage

The program is responsible for co-ordinating the federal research and development program on hydrogen and energy storage, including support programs in other departments, work performed in-house as well as contracted-out, joint federal-provincial projects and collaborative research and development with foreign hydrogen programs. Major activities relate to hydrogen production, hydrogen use and storage, electrochemical technology, hydrogen safety and battery research.

## Peat Program

The program is responsible for co-ordinating the federal research and development program on peat, including support programs in other



departments, as well as in-house and contracted-out work. Major activities relate to peat resources, classification, mining, processing, dewatering and conversion.

## Herzberg Institute of Astrophysics (HIA)

### Director's Office

The Director's Office controls, directs and correlates the activities of the institute's nine sections, three of which are observatories. The office is responsible for the administration of the institute; it prepares policies, program forecast estimates, contracts and other related material.

In addition, it contributes to the main function of the institute, which is the advancement of knowledge in the areas of spectroscopy, space physics, planetary sciences and astronomy and the running of the observatories that are national facilities. The office also has supportive responsibilities for the Canada-France-Hawaii telescope.

### Astronomy

The section carries out basic research into phenomena associated with natural emission from material in extraterrestrial space. This research can be divided into two broad categories: solar and non-solar astronomy. Solar astronomy in the radio spectrum involves daily measurement of the microwave flux and daily strip scans of the solar disk. Optical measurements of certain specific regions are made in or near the H line when weather permits. Galactic and extra-galactic radio astronomy comprises a very broad field ranging from research on cold interstellar clouds to the study of very distant and very bright radio galaxies and quasars.

The section also has the responsibility of operating the Algonquin Radio Observatory (ARO) as a national facility and providing new instrumentation for the 46-meter telescope.

### Distinguished Research Scientist

The present work of this section is devoted mainly to the work of Dr. G. Herzberg and in particular to the study of a new class of molecules discovered five years ago. They may be referred to as Rydberg molecules since they are stable only in Rydberg states but not in the ground state. Molecules that have been identified are H<sub>3</sub> and NH<sub>4</sub>. New spectra have been obtained that may belong to a third molecule of this type, H F or HF, but this remains to be confirmed.

### Dominion Astrophysical Observatory

The observatory is engaged in research on cosmology, normal and peculiar galaxies, including quasars and Seyferts, early-type stars, peculiar A stars, late-type stars, double stars, star clusters, galactic chemical evolution, supernova remnants, galactic structure techniques of data analysis, and design and development of instrumentation and optics for astronomical research from the ground and from space.

### Planetary Sciences

The section carries out basic research on physical processes and phenomena occurring in the upper atmosphere and near space. Some of the principal phenomena studies include the aurora, ionosphere, magnetosphere, space plasmas, meteors, meteorites and comets. Observations are made from the ground, on rockets and on satellites. Instrumental techniques include photography, spectroscopy, photometry, radar and plasma probes. Theoretical work is done in some areas.

### Dominion Radio Astrophysical Observatory, Penticton, B.C.

The observatory studies natural radio emissions from selected regions of the sky at various frequencies.

### EDP Systems

- Maps of various regions of the sky, obtained with the observatory's radio telescopes, are stored on magnetic tapes and disks

### Space Physics

The section conducts basic research into physical phenomena in space, specifically cosmic rays, plasma processes in the earth's magnetosphere and ionosphere and auroral mechanisms. Instrumentation is designed and constructed for experiments using rockets and spacecraft; data from these and other sources are analyzed and interpreted. A network of cosmic ray neutron monitor stations is maintained throughout Canada.

### EDP Systems

- Cosmic Ray Neutron monitor and meson telescope data files for Canadian stations
- Data from ISIS 2 spacecraft — the energetic particle detector experiment
- Data from Magsat spacecraft — vector and scalar magnetometers

### Spectroscopy

The section studies small molecules and free radicals (unstable chemical species) by means of the electromagnetic radiation they absorb or emit. The section has equipment that covers the range from the far ultraviolet (wavelengths of about 1000 angstroms/10<sup>-5</sup> cm) to radio frequencies (wavelengths of about 50 cm). Some emphasis is placed on molecules of astrophysical importance.

### Spectroscopy of Larger Molecules

The section carries out basic research on the spectra of molecules and transient species. The aim of the research is to establish the structures of these molecules and information concerning their dynamic properties. The research has many applications in chemistry, physics and astrophysics.

## Industrial Materials Research Institute

### Director's Office

The Director's Office is responsible for the administration and operation of the institute. It directs and correlates activities in the areas of policy, planning, program forecasting, estimates and contracts and contributes to the main function of the institute which is to serve the needs of Canadian industry in an area of major concern — the technology of industrial and engineering materials. The institute carries out its scientific activities at Boucherville, east of Montréal. The institute's research program, oriented primarily towards the needs of the industrial sector, includes research in process technology, materials and service performance characterization, and systems and instrumentation.

### Institute for Marine Dynamics

The institute is a national resource for research development, test and evaluation in marine transportation and offshore systems. The research program is focused on the hydrodynamics, dynamics, stability and propulsion of floating and submerged vessels, structures and their components.



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The advanced new laboratories provide assistance to industry, university and government. A broad range of projects is undertaken involving theoretical studies as well as model and full-scale experiments in open water and in ice. Their application includes safety, ship design criteria, sea transportation, offshore exploration and development, fisheries, defence, search-and-rescue, and law enforcement.

## Institute for Manufacturing Technology

Effective November 8, 1984, the government decided not to proceed with the establishment of the institute.

## Division of Mechanical Engineering

The division is composed of eight laboratory sections, the Director's Office and the Manufacturing Technology Centre.

### Director's Office

The Director's Office is responsible for directing and correlating the administration and operation of the division through the following activities: policy making, planning, program forecasting, estimating, entering into contracts, purchasing and materiel management. The division conducts research and development in the areas of transportation, energy and industrial technology by providing a broad range of expertise and experimental facilities.

### Systems Laboratory

The laboratory is concerned with the use of computers in engineering research and development and as aids to solving current industrial problems. Collaborative projects, usually with industry directly involved, define the needs for new computer technology development in the laboratory and provide for its effective transfer and use. Activity areas include transportation, control systems, industrial scheduling and signal processing.

The laboratory conducts research and development on the application of control theory and technology to a wide range of industrial and other control problems. In addition, it conducts research on human factors in manual control and man-machine interaction.

### EDP Systems

- PDP-11/45 and PDP-11/60 with DECnet interconnection and graphics terminals — used in modelling and simulation of industrial and other control processes

### Engine Laboratory

This laboratory concerns itself with engine research. All work conducted by the laboratory has strong industrial applications.

### Fuels and Lubricants Laboratory

The laboratory conducts investigations and research into the use of all types of petroleum and associated products, in particular the development of laboratory test methods and their relationship to field use; future fuels for gasoline, diesel and gas turbine engines; re-refining of used lubricants; engine fuel economy and low temperature operation.

### Gas Dynamics Laboratory

Work in the laboratory is concerned with the flow of fluids, mainly gases, in engineering applications. Gas flows range from small-quantity, high-temperature plasmas to the large continuous flow rates, at ordinary engineering temperatures, associated with prime movers,

heat exchangers, industrial flues, and smelting processes. Engine work is centered largely on industrial, marine and aviation gas turbines. Specialized experimental facilities for all the major components of gas turbine power plants are operated in co-operative research programs with industry. Other facilities allow the study of high-powered model propulsion systems at forward speed, small gas turbine aeroengines at altitude, industrial aerodynamics related to non-aeronautical applications, and the internal aerodynamics of industrial ducting and flues. Heat transfer studies are related mainly to heat recovery systems, particularly those involving heat transport at small temperature differences, from low-grade sources, by various forms of heat pipes. Other activity is concerned with the use of high-pressure water jets for industrial cutting purposes.

### Hydraulics Laboratory

The laboratory undertakes basic and applied research in the field of coastal and offshore engineering. Basic research studies are mainly in the field of simulation techniques of waves, tides and ice. Applied studies are carried out to determine forces on marine structures, stability of coastal structures and the development of ocean energy sources. Many projects are undertaken for Canadian industry.

### Low Temperature Laboratory

This laboratory conducts research in the low-temperature thermodynamic field on engineering problems associated with low temperature, ice and snow. A large proportion of the work is carried out with industrial involvement. Test work is conducted in cold chambers, icing wind tunnels and a helicopter spray rig, for industry and on behalf of other countries.

### Manufacturing Technology Centre

The centre develops new manufacturing processes, provides advice on adaptation and introduction of existing and new processes for the Canadian manufacturing industry, and designs and makes equipment for experimental scientific work in-house and for the transfer of technology to the industrial sector.

### Manuals

- Manuals for the operation and maintenance of machine tools and manufacturing facilities

### EDP Systems

- Numerically controlled machine tools are operated by EDP tapes (part programming)

### Railway Laboratory

The laboratory's main areas of responsibility lie in the development of facilities, techniques, programs (computer models) and devices to aid in the understanding and prediction of the behaviour of railway vehicles; the development of mechanical, optical, or electronic instruments to measure variables or manipulate matter — particularly in the railway environment (formerly including mechanical aids to surgery and to the handicapped); and the provision of facilities, expertise and service in connection with the calibration of pressure sensing instruments. The laboratory will undertake, for a fee, the study and quantification of strength, safety, stability, dynamic response, longevity, vibration attenuation, loading restraint, and the passenger comfort of rail vehicles in relation to comparative or absolute standards in laboratory and field experiments.

### Manuals

- AAR Recommended Procedures
- RTC Directives

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- Standard Atmosphere Tables

## Western Laboratory (Vancouver)

The laboratory specializes in three areas of mechanical engineering research that are of industrial or social importance: friction wear and lubrication (tribology) with major emphasis on the friction and wear of non-metallic materials and the wear of rails and wheels; development of low-cost computerized design and manufacturing programming systems; and research and development into small-scale, low-cost, socially and culturally appropriate mechanical technologies.

### EDP Systems

- Laboratory rail- and wheel-wear data
- Software developed in laboratory for programming numerically controlled machine tools

## Division of Microstructural Sciences

The division comprises five sections and supporting services.

### Director's Office

The Director's Office is responsible for the administration and operation of the division, by directing and correlating activities in the areas of policy, planning, program forecasting, estimates and contracts. The main functions of the division are to provide support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; and to perform basic and applied research to support these functions and gather knowledge.

## National Aeronautical Establishment

This establishment is responsible for research and development on military and civil aviation, with particular reference to the support of the aviation industry and associated industries.

### Director's Office

The Director's Office is responsible for administering the Establishment and managing the scientific programs of work it undertakes. The office is also responsible for all external relationships, both national and international, that are within its mandate.

### Flight Research Laboratory

The laboratory is responsible for the flight research program of the National Aeronautical Establishment. This includes research on flying qualities and control, operational problems, atmospheric phenomena, aeromagnetics, aerial applications, short take-off and landing (STOL) technology, accident investigations, aerial reforestation and studies for the Canadian Armed Forces. The laboratory acts as a research service to industry and to other government departments. In support of its research program, it operates a small fleet of research aircraft.

### Manuals

- File Classification Index

## High Speed Aerodynamics Laboratory

The laboratory is responsible for the maintenance, development and use of the five-foot supersonic wind tunnel on behalf of the Canadian aviation industry and the Department of National Defence. The internal research work is concerned with computational fluid dynamics, low-speed, high-lift wing systems, wings and bodies in

transonic flow, flutter analysis and stores clearance. Work for external agencies consists of specific design development.

### EDP Systems

- Aerodynamic data tapes given to clients under a contractual commitment are proprietary

## Low Speed Aerodynamics Laboratory

This laboratory is responsible for low-speed fluid dynamics research and development pertaining to aircraft design and development, wind power generation, ground vehicle aerodynamics, wind effects on civil structures, urban wind climate, fluid control and measurement devices, wind tunnel development, and contract research for the aircraft industry and the Department of National Defence in the field of aerodynamics.

## Public Safety Project Office

This office acts as the NRC management centre for research projects concerned with public safety, with particular reference to the needs of the Canadian Association of Chiefs of Police and the Solicitor General of Canada. Its activities are concerned with crime countermeasures, public and police personal safety, equipment improvements and the detection of explosive ordnance devices.

## Structures and Materials Laboratory

The laboratory is responsible (with particular emphasis on the needs of the aviation industry and defence) for research and development work on the static and dynamic performance of structures and materials. Other subjects of on-going research include single-camera real-time photogrammetry, biomedical materials, aircraft flight load statistics, non-metallic composite materials, accident investigation, computational stress analysis, aeroacoustics, and a load and acceleration calibration service.

## Space Technology Program Office

This office manages three space technology programs; the Canadarm Program and related Remote Manipulator System Technology Development Programs; the Canadian Astronaut Program; and the Space Station Feasibility Study Program. The function of the office is to define and control the activities carried out by various contractors, notably SPAR Aerospace, in relation to these programs, to manage all interactions with the U.S. National Aeronautics and Space Administration (NASA) and participating Canadian government agencies, and all interdivisional involvements within the NRC. This office also defines and develops the experiments to be carried out by Canadian astronauts and ensures that their training program is complete.

### Manuals

- Reference Manuals — NASA

## Unsteady Aerodynamics Laboratory

The laboratory has responsibility for research on the dynamic stability of aircraft and missiles, the development of new wind-tunnel dynamic test equipment and techniques, and for research on wings and bodies at hypersonic speeds. It also has ongoing projects concerned with trace vapour detection in particular reference to explosive devices and aviation security.



## Division of Physics

The division comprises ten sections and the Director's Office.

### Director's Office

The Director's Office is responsible for the administration and operation of the division by directing and correlating activities in the areas of policy, planning, program forecasting, estimates, calibration, contracts. It contributes to the main functions of the division, which are to provide services and support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; to conduct research directed toward the improvement of social conditions for Canadians; to provide national facilities to the Canadian scientific community; and to perform basic and applied research both to support these roles and in the pursuit of knowledge.

### Acoustics Section

The section conducts research on acoustics in areas related to health, the environment and industrial technology.

### Electrical and Time Standards

The section carries on research in the fields of direct current standards; rf and microwave standards; electrical instruments; reactance standards; Josephson effect; cesium beam primary frequency standards; hydrogen maser frequency standards; secondary frequency standards and time scales; frequency calibration facilities; also responsible for time dissemination and CHU shortwave station.

### Heat and Thermometry

This section maintains, improves and disseminates Canadian temperature standards. It also supports industrial thermometry through consultation and occasional development of instruments for measuring temperature or temperature-related quantities; develops instruments for physical and biological measurements in the ocean and transfers the resulting technology to Canadian industry; operates a divisional computer service; and carries on research into computer systems.

### High Energy Physics

This section conducts research on high energy physics.

### Laser and Plasma Physics

The section works on high power laser development; excimer laser studies; generation and detection of ultrashort laser pulses; high power CO<sub>2</sub> laser-plasma interactions; laser-produced plasma diagnostics; visible, near infrared and X-ray streak camera development; and numerical studies of laser-plasma interactions.

### Length and Mechanical Standards

This section conducts research into primary length standards; primary mass standards; length and mass secondary standards and derived measurement; laser frequency stabilization and measurement; and non-linear optical mixing.

### Photometry and Radiometry

The section carries out research into photometric standards; colorimetric standards; performance characteristics of photoelectric receivers; spectrophotometry; spectroradiometry; absolute radiometry;

reflectance standards; measurement of gloss; measurement of opacity; colour difference evaluations; colour vision; performance of optical systems; properties of optical materials and components; properties of photographic materials; design of optical systems; and solar simulation.

### Photogrammetric Research

This section carries out research on analytical on-line photogrammetry; satellite photogrammetry; electronic photogrammetric control systems, automation; geodetic problems related to photogrammetry; computational programs; orthophoto and stereo-orthophoto techniques; basic geometry of aerial photographs; non-cartographic photogrammetry.

### Materials Physics

The section performs research on crystal defects.

### Ionizing Radiation Standards

This section develops and maintains standards for, and provides calibration services based on research into radioactivity standards; X-ray and gamma-ray exposure standards; absorbed dose calorimetry standards; and chemical dosimetry. In support of this it conducts research into radiation transport simulations; bremsstrahlung spectral measurements; radiation chemistry, and neutron dosimetry.

### Plant Biotechnology Institute

The institute conducts research in plant cell technology, plant molecular genetics, and microbial productivity, bio-organic chemistry and plant products technology. It is made up of five sections and support services — the Administrative Office, Extramural Business Office, Library, Research Illustration Group, Plant Engineering Services, Purchasing and Materials Group, NMR Facility, and Mass Spectroscopy Facility. These are operated to assist the research programs of the laboratory and to provide scientific assistance to other research agencies, business and to public organizations.

### Administrative Office

The Administrative Office is responsible for the operation of the division, including planning, policy, budget, contracts and personnel.

### Plant Products Technology

This project develops new crop treatment and plant cell processes, from laboratory scale up to industrially applicable scale. Special interests are large-scale methods for growing plant cells, production of protein and starch from crops, cell production of alkaloids, and production of pharmaceuticals from plant cells.

### Plant and Microbial Productivity

This project studies the biology, genetics and biochemistry of plants and micro-organisms. Special interests are the measurement of biochemical activity in plants, heritable energetic characters, cell growth and nutrition, plant-microbial symbiosis, photosynthesis and nitrogen fixation and energy use in green plants.

### Bio-organic Chemistry

This project conducts research on the chemistry of cell regulants and on signal chemicals. Special interests are the analysis and synthesis of amino acids, proteins and nucleotides; the synthetic production and use of pheromones for insect pests; and on plant signal chemicals.



## Plant Cell Technology

This project studies the biology and biochemistry of plant cells. Special interests include the study of plant tissue cultures, protoplasts, the production and propagation of superior plants, improvement of plant cell resistance to disease and stress, plant cell metabolism, molecular biology and cryobiology.

## Plant Molecular Genetics

This project studies construction of use of RNA vectors for gene transfers in plants, DNA recombinant technology, genetic mapping and analysis, the introduction of foreign genes into plant cells, and gene expression.

## VICE-PRESIDENT (TECHNOLOGY TRANSFER)

The Vice-President (Technology Transfer) has responsibility for the Division of Building Research (DBR), the Canada Institute for Scientific and Technical Information (CISTI), research journals, the NRC's Industrial Research Assistance Program (IRAP) and the Program for Industry/Laboratory Projects (PILP) which includes projects in other government laboratories. Other principal functions in this area involve the NRC's relations with industry in Canada and an Office for Industry Policy Analysis.

## Division of Building Research

The division provides a research service to the construction industry in Canada. It is organized on a multidisciplinary basis to cover the subject areas of building services, building materials, structures, noise and vibration, fire, geotechnique, building performance, codes and standards, and information dissemination. A considerable amount of this information is published by the division on a continuing basis and is available from the Ottawa laboratories and the regional stations across Canada.

## Director's Office

The Director's Office is responsible for the direction and operation of the division by managing and correlating activities in the areas of policy and planning.

## Administration

The section provides the Director's Office and the staff of the division with support services in the areas of personnel, finance, purchasing, shops and building maintenance, and registry.

## Building Materials

The section provides basic information on the properties and behaviour of building materials, assists in the preparation of standards and specifications, develops test methods to evaluate the performance of various building materials and assists industry and other agencies in solving problems of national importance.

## Building Performance

The section is primarily concerned with the development of information to aid the designer and builder in realizing practicable, cost-effective, occupant-safe and useful buildings. The range of activities necessary to achieve these objectives involves consideration of the design and construction process; observation and analysis of the operation, use and performance of actual buildings; and direct communication with the industry to promote the application of knowledge of buildings.

## Building Structures

The objective of this section is to provide information on structural aspects that are common to all buildings, mainly to satisfy the needs of structural designers and building-code authorities. Studies of wind effects on full-scale and model-scale buildings and snow loads on roofs are given particular attention. Results of this work help in the continuing improvement of the design values used in the National Building Code and its supplements.

## Codes and Standards

The group comprises three sections: the Codes Technical Section, which oversees the division's technical contributions to the committees responsible for the preparation of the National Building Code (NBC) and the National Fire Code (NFC), undertakes studies relating to the special needs of these codes, and provides technical assistance in the production of various code documents; the Codes Secretarial Service, which provides necessary secretarial support to the associate committee on the NBC, the associate committee on the NFC, the Canadian National Committee on Earthquake Engineering, and the auxiliary technical committees responsible to these associate committees; and editorial, translation, distribution and records units, which handle the production and distribution of the codes and their associated documents.

## Building Services

The objective of this section is to provide the knowledge base required for the design and operation of building services, and the design of the building envelope for the control of heat and moisture. The building services aspect includes consideration of smoke control systems for tall buildings, aspects of the indoor environment, such as lighting and ventilation systems, and the application of advanced technology to the building industry. The building envelope considerations include evaluation and understanding of the thermal characteristics and performance of materials, components and systems, leading to standards, product development and proper design.

## Fire Research

The section is responsible for conducting research aimed at reducing life and property losses by fire in Canada. High priority is given to subjects related to the National Building Code, because it is through building regulations that the greatest progress can be made towards the provision of fire safety.

## Geotechnical Section

The section provides a research service to the construction industry of Canada in the use and behaviour of earth materials. Studies involve mineral and organic soils, peat, rock, permafrost, snow and ice, and the influence environmental factors and human activity have on these materials.

## Instrumentation

The objectives of the unit are to provide expert advice and consultative services on instrumentation and system design to building research sections; to co-ordinate selection and purchasing of new equipment; and to provide technical support for the proper maintenance of instrumentation and related equipment.

## Noise and Vibration

This section is concerned with problems of vibration and acoustics as they relate to buildings. Research proceeds at three levels: studies of basic physical processes of propagation of sound and vibration in

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buildings; studies of responses of people to sounds and vibrations in their environment and establishment of quantitative physical descriptors that correlate with human response; and development of standard methods of measurement of the requisite physical descriptors.

## Regional Stations

The main objective of the regional stations is to provide technical information to the construction industry in the Atlantic, Prairie and British Columbia regions in connection with improved design, the construction and operation of buildings and other structures. This objective is pursued through applied research projects and technical information services. The stations provide a communication link between the design professions, construction agencies, users of buildings and the Building Research Centre in Ottawa.

## Technical Information

This group has two main tasks: to provide library, editorial, drafting, photography and graphic art services to the division and to provide the construction industry with published information on building technology; and to promote technology transfer generally.

The library, which is a branch of CISTI, provides services to over 100 research staff of the Division of Building Research (DBR) and is available as a basic source of information for the construction industry. The publications unit is responsible for editing, processing and distributing all division publications. The graphics unit provides all drafting, photographic and graphic art services. Technical enquiries from the construction industry are answered by the technical information unit.

## UFFI Unit

The objective of this unit is to provide the technical database required to effect a satisfactory resolution to the UFFI problem as it affects the habitability (indoor air quality), property value, structural integrity and occupant well-being of Canada's residential and/or non-industrial building stock.

## Canada Institute for Scientific and Technical Information (CISTI)

The institute is Canada's national centre for scientific and technical information, consisting of a central facility and 15 branches that serve the laboratory divisions of the National Research Council.

## Director's Office

The Director's Office is responsible for the administration and operation of the institute in fulfilling its mandate to provide the people and Government of Canada with scientific and technical information services.

## Acquisitions Section

This section is responsible for acquiring, by purchase and exchange, all significant scientific, technical and biomedical information from worldwide sources. This includes books, periodicals, technical reports and conference proceedings in many languages and in different formats (e.g., printed or on film).

## Branch Libraries

The 12 branch libraries provide scientific and technical information services to the various divisions of the National Research Council, supplementing the library resources and services of the main facility.

## Cataloguing Section

This section is responsible for processing newly-received publications for the CISTI library by creating a computer-based descriptive record of each item. These records are then used by the public to identify and locate items of interest by means of a computer terminal. The records are also available on microfilm.

### Manuals

- Anglo-American Cataloguing Rules

## Document Delivery Section

The section lends books and provides photocopies of articles to clients in response to requests. It is also responsible for providing information on the availability of translations of scientific and technical articles from foreign languages, and of publications that are difficult to obtain, such as official publications of foreign government departments.

### Manuals

- Interlibrary Loan Code
- Library Telecommunications Code

## Health Sciences Resource Centre

The centre is responsible for providing a library reference service on health-related topics and for co-ordinating Canada's use of the U.S. National Library of Medicine computerized information service for medicine (Medline).

## Information Services

The service provides scientific and technical information to the public in response to specific requests, using both computerized and manual searches of the literature. The section also operates a national on-line search capability for scientific and technical literature, (On-Line Enquiry System — CAN/OLE), as well as a national computerized current-awareness service (Selective Dissemination of Information — CAN/SDI), which regularly informs clients of the latest publications on a specified subject.

### Manuals

- CAN/OLE User's Manual
- CAN/OLE Database Manual
- CAN/SDI Profile Design Manual

## Publications Section

This section is responsible for the production of such CISTI publications as the "Union List of Scientific Serials", for use by libraries throughout Canada. It also produces publicity material describing the services offered by CISTI.

## Scientific Numeric Databases

These databases allow scientists to access and manipulate such scientific numeric data as infrared spectral data, thermochemical data, and crystallographic data.

## Industry Development Office

### Industrial Research Assistance Program (IRAP)

Initiated in 1962, IRAP is the oldest continuous government program providing stimulus for industrial development and technological innovation. Through the system for IRAP contributions, NRC



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provides financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities, and other expenses involved in the project, and retain all titles and rights to the results of the jointly-funded research. The IRAP secretariat also administers the mini-IRAP program, and until their termination in March 1980, it administered the Scientific and Technical Employment Program (STEP) and the Scientific and Technical Employment Program Extension (STEPEX).

## Manuals

- IRAP brochure describing the program and its "Conditions of Support"
- Mini-IRAP brochure

## Industry Policy Analysis

This office carries out industry policy analysis and analysis of industry programs in anticipation of, and in response to, management requirements.

## Program for Industry/Laboratory Projects (PILP)

The objective of the program is to bring about the application and use of scientific and engineering knowledge in situations in which significant economic and social benefits to Canada can be foreseen. It is a co-operative program between Canadian industry and the federal government, which offers financial contributions and assistance in the identification, development and marketing of technologies to which government scientific or engineering staff can make significant contributions. In addition, the unsolicited proposal program is administered by PILP on behalf of Supply and Services Canada. It provides for contracting out of projects of interest to NRC divisions.

## Manuals

- NRC Financial Management Manual
- Computer Use Manual (in preparation)

## EDP Systems

- Computer storage of historical and current data

## Industrial Technology Advisory Service (IRAP-F)

The service provides scientific and technical information, advice, and assistance to the Canadian manufacturing industry to help solve technical problems, improve production operations, increase productivity, identify opportunities resulting from technological developments, and promote the utilization of research results in industry. Engineers are located across the country and provide direct in-plant, person-to-person contact with the firms — an essential element of successful technology transfer, particularly where smaller companies are involved. A central advisory service provides direct support to field staff by providing specialized knowledge and skills, facilitating access to NRC, federal, and other resources, and undertaking various field assignments.

## EDP Systems

- Enquiry Index — an annual index prepared from a computerized listing of titles of enquiries answered by this unit

## Field Advisory Service (IRAP-C)

The service provides scientific and technical information, advice and assistance to the Canadian manufacturing industry to help solve technical problems, improve production operations, increase productivity, develop new processes, products or markets, reduce costs and increase profits, and contribute to the economic and social development of the country. The engineers and scientists located

across the country provide direct, in-plant, person-to-person contact with the firms — this is an essential element of successful technology transfer, particularly for small firms that have no engineering staff or other technical resources. (For field office locations, see Regional contacts at beginning of chapter.)

## Manuals

- Diagnostique — A Procedure for Analyzing the Needs of the Small Manufacturing Enterprise

## Research Journals

The NRC publishes primary journals of research in various disciplines as a service to the scientific and engineering communities in Canada. The journals contain original reports of research written by scientists in Canada and abroad.

The publishing office is responsible for copy processing, setting of specifications for typesetting and printing contracts, production management, quality control, marketing and financial administration for the journals.

## Manuals

- Instruction manuals for copy-editors

## VICE-PRESIDENT (FINANCE)

The Vice-President (Finance) is responsible for the organization of financial administration in the NRC and for ensuring the effectiveness of policies, systems and procedures including the appointment, classification, training and performance of employees with financial responsibilities.

## Computation Centre

The centre is a branch within the National Research Council that provides data processing services in support of divisional and branch research and administrative activities on a full cost-recovery basis.

## Chief's Office

The Chief's Office is responsible for the administration and operation of the branch through the formulation and direction of centre policy, planning, forecasting, service rate structures and contracting.

## Customer Service Section

The section is responsible for the analysis and development of user-requested application programs, user education and general assistance in the use of the Computation Centre's facilities and implementation of purchased software products.

## Manuals

- Technical reference manuals from hardware manufacturers, and suppliers' specifications on the command structure for the operating systems, compilers and assemblers

## Systems Section

Section activities include the maintenance and implementation of operating systems and telecommunication software, the monitoring of hardware performance and the revision of software to obtain optimum hardware performance for the applications processed on the Computation Centre's computer system.

## Operations Section

The section is responsible for the computer system operation, magnetic tape and disk library, and data-entry services.



## VICE-PRESIDENT (PERSONNEL AND ADMINISTRATIVE SERVICES)

The Vice-President (Personnel and Administrative Services) is responsible for the complete personnel function, including employment, collective bargaining and related personnel services. Other duties include all NRC central administrative services.

### Research Projects Support Office

The office is composed of two operating sections and supporting services. Its function is to undertake, on behalf of laboratories and program offices, the administration and reporting of NRC research and development contracted out to industry or universities.

## Classes of Records

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**NRC/EXE-005** *Formerly Identified as:* NRC-EX-10  
**President's Office**

*Description:* Information on visits, lectures, gifts, interviews; correspondence with the Minister; outside enquiries on selection of staff; correspondence and minutes on board memberships.

**NRC/EXE-010** *Formerly Identified as:* NRC-EX-20  
**Council Secretariat**

*Description:* Documents on council membership, meetings and agenda; review and advisory committees of council; divisional advisory boards; follow-up of council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on legal advice, patents, audits, associate committees and archival material. *Topics:* General administration; National Research Council committees; memoranda to Cabinet and decisions; history and archives; legal services; audits; associate committees; official languages, access to information and privacy; and affirmative action.

**NRC/EXE-015** *Formerly Identified as:* NRC-EX-30  
**Executive Vice-President**

*Description:* Working papers, memoranda and correspondence with federal and provincial government departments, universities and industry on research policy and planning as it concerns the mandate of the National Research Council. *Topics:* Research policy and planning; Tactical Studies Group.

**NRC/EXE-020** *Formerly Identified as:* NRC-PRIS-10  
**Public Relations and Information Services**

*Description:* Information on general public information programs at the NRC. *Topics:* General administration; responses to enquiries from the media and general public; tours and visits, conferences and seminars; NRC publications, displays and exhibits; films and audio-visual material; graphics; photography; NRC open house.

**NRC/EXE-025** *Formerly Identified as:* NRC-EXREL-10  
**International Relations**

*Description:* Information on visits to and from outside organizations, both within Canada and abroad; passport procurements for NRC staff; responses to requests for financial assistance; correspondence regarding international scientific exchanges and technical assistance to developing countries. *Topics:* Administration; finance; committees; international scientific exchanges; countries.

**NRC/ARL-030** *Formerly Identified as:* NRC-ARL-10  
**Director's Office**

*Description:* Director's working files include material on the activities of projects, such as research and development and project planning; travel and conference files; NRC committees (e.g., Committee of Directors). *Topics:* General correspondence and files on research and

development as it pertains to research projects; files by subject interest, e.g., peat, coal, aquaculture; general correspondence from various divisions within the NRC, by division; working files on Five-Year Plan; and forward planning.

**NRC/ARL-035** *Formerly Identified as:* NRC-ARL-20  
**Administration**

*Description:* Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); cultural organizations (conferences and symposia meetings); scientific societies and institutes; committees (health and safety, scientific committees); Seaweed Culture Station files (basically engineering and maintenance); unpublished manuscripts; financial services; and personnel files.

**NRC/ARL-040** *Formerly Identified as:* NRC-ARL-30  
**Analytical Methods and Services**

*Description:* Information on scientific investigations and analyses and the management of the Marine Analytical Chemistry Standards Program and other analytical methods and services, including distribution of reference materials and reports. *Topics:* Research and development contracts; publications; mass spectral data; electron microscopy; X-ray diffraction; and electrophoresis. *Special Access Note:* Mass spectral data stored on 2T-12 sector discs (double density; 5 megabyte capacity), formatted for an INCOS data system.

**NRC/ARL-045** *Formerly Identified as:* NRC-ARL-50  
**Marine Biosciences**

*Description:* Research files of published and unpublished data, reprints and information relating to research on structure, taxonomy, genetics, biosynthesis, membrane components and marine natural products. *Topics:* General correspondence; seminars; chemicals and equipment; algal metabolites; hydrocarbons; fatty acids; sterols; carotenoids; isoprenoids; aromatics; toxins; drugs; cyclic peptides; tetrapyrroles; biosynthesis; <sup>13</sup>C nuclear magnetic resonance (NMR) spectroscopy; mass spectrometry; chromatography; synthetic techniques; and chemotaxis.

**NRC/ARL-050** *Formerly Identified as:* NRC-ARL-60  
**Biological Chemistry**

*Description:* Correspondence, memoranda and technical reports on the development and application of nuclear magnetic resonance techniques and the use of stable isotopes for the solution of biological and chemical problems. *Topics:* Nuclear Magnetic Resonance (NMR); biological, synthetic and chemical applications; instrumentation techniques; theory; biosynthetic studies of natural products from algae, fungi, bacteria; chemical studies of natural products, organic and inorganic compounds.

**NRC/ARL-055** *Formerly Identified as:* NRC-ARL-70  
**Industrial Materials and Processes**

*Description:* Working files in areas of metallurgical chemistry, coal and peat. *Topics:* Correspondence; minutes and proceedings of meetings; research agreements or contracts; technical reports; and bibliographic material on metallurgical chemistry.

**NRC/ARL-060** *Formerly Identified as:* NRC-ARL-90  
**Microbiology**

*Description:* Correspondence and working papers on algology and microbiology. Working files on isolation, identification and ecology of soil fungi and lichens, structure determination and toxicity of fungal metabolites. *Topics:* Chemistry of lichen substances; taxonomy and distribution of peat mosses; infrared and mass spectra of lichen substances; nuclear magnetic resonance spectra; collection of peat mosses from Canada; taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

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NRC/BSC-065 *Formerly Identified as:* NRC-BIOSCI-10

## Administration

*Description:* Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information.

*Topics:* General correspondence, policy, visits, technical enquiries, administration and operation, technical support — e.g., supplies and equipment, and safety committee.

NRC/BSC-070 *Formerly Identified as:* NRC-BIOSCI-20

## Cell Physiology

*Description:* Information on cell physiology, cell proliferation and biochemistry.

NRC/BSC-075 *Formerly Identified as:* NRC-BIOSCI-30

## Animal Care and Research

*Description:* Information on the basic care and health of research animals and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research.

NRC/BSC-080 *Formerly Identified as:* NRC-BIOSCI-40

## Microbiology

*Description:* Information on microbiology, research related to the production of fuels and feed stock from biomass (especially cellulose) and the storage of fruit and vegetables. *Topics:* General correspondence; fermentation processes and products; microbial physiology and metabolism; enzymology; transport phenomena; cell division; continuous culture; anaerobis; immobilized cells and enzymes; culture collection; celluloses; bioreactors; energy; methane; alcohol; liquid fuels; fruit and vegetable storage.

NRC/BSC-085 *Formerly Identified as:* NRC-BIOSCI-50

## Biomathematics

*Description:* Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biomathematics; statistics; computer modelling; deconvolution.

NRC/BSC-090 *Formerly Identified as:* NRC-BIOSCI-60

## Cell Biophysics

*Description:* Information on research activities in cellulose biosynthesis, methanogenic bacteria, macromolecules and biophysics generally. *Topics:* Biophysics; macromolecules; methanogenic bacteria; microfibrils; cellulose biosynthesis; electron microscopy.

NRC/BSC-095 *Formerly Identified as:* NRC-BIOSCI-70

## Ecotoxicology

*Description:* Information on the mechanisms of action of toxic organometals at the tissue, cellular and subcellular levels and the movement of toxic chemicals through environmental pathways. *Topics:* Toxicity of organometals; environmental contaminants.

NRC/BSC-100 *Formerly Identified as:* NRC-BIOSCI-80

## Animal Physiology

*Description:* Information on the neural and hormonal control of energy balance in mammals. *Topics:* Energy balance in mammals; obesity; brown adipose tissue.

NRC/BSC-105 *Formerly Identified as:* NRC-BIOSCI-90

## Environmental Studies

*Description:* Working papers and bibliographic material in the areas of heavy metals, physical energy phenomena, pesticides, water, air, fluoride and biology generally, on which criteria and monographs are published. *Topics:* Correspondence, minutes and proceedings, membership, terms of reference of the Environmental Secretariat, the Associate Committee on Scientific Criteria and its subcommittees and working groups on physical energy phenomena, air, metals, water, pesticides, toxicology; inventory of pollution research in Canada and abroad; contract-based research proposals; research agreements or

contracts; trace element metabolism; NRC-PCB Study (Regina). *Retrievability:* Research contracts broken down by company name.

NRC/BSC-110 *Formerly Identified as:* NRC-BIOSCI-100

## Immunochemistry

*Description:* Information on immunology and immunochemistry. *Topics:* Antigens; antibody; pathogenic bacteria; hybridomas; diagnostics; vaccines.

NRC/BSC-115 *Formerly Identified as:* NRC-BIOSCI-110

## Molecular Biochemistry

*Description:* Information on studies on the structure, interaction and dynamics of biologically active proteins. *Topics:* Enzymes; enzyme-substrate interaction; proteins; enzyme catalysis; Raman spectroscopy; fluorescence spectroscopy; circular dichroic spectroscopy.

NRC/BSC-120 *Formerly Identified as:* NRC-BIOSCI-120

## Molecular Biophysics

*Description:* Information on research involving the use of NMR resonance and ESR techniques. *Topics:* Structure — function relations; cell membranes; metabolism; NMR spectroscopy.

NRC/BSC-125 *Formerly Identified as:* NRC-BIOSCI-130

## Molecular Genetics

*Description:* Correspondence and memoranda relating to recombinant DNA, yeast genetics and protein sequencing. *Topics:* Genetic engineering; recombinant DNA; gene expression; protein secretion; enzyme production.

NRC/BSC-130 *Formerly Identified as:* NRC-BIOSCI-140

## X-Ray Crystallography

*Description:* Information on crystal structures, X-ray analyses and protein work. *Topics:* X-ray crystallography; crystallographic computing. *Storage Media:* Computer printouts and X-ray films.

NRC/BRI-135 *Formerly Identified as:* NRC-BRI-10

## Administration

*Description:* Material under control of this office includes documents relating to the operation of the individual laboratories such as space, policy planning, reports, travel, seminars, general information. *Topics:* General correspondence, policy, visits, seminars, staffing, administration, research and development studies, supplies, equipment.

NRC/CCS-140 *Formerly Identified as:* NRC-CCSS-10

## Administration

*Description:* Correspondence, memoranda and reports related to project planning, program forecasts, international co-operation and the overall operation of the Canada Centre for Space Science. *Topics:* Committees — Advisory Group on Priorities, Consultative Committee on Auroral Observatory, joint range policy, Scientific Planning Group and teams; co-operation and liaison — countries (France, India, U.K., U.S.), international organizations (Cospar, NASA, UN), industries, universities; licences and permits; organization and planning; reports and publicity.

NRC/CCS-145 *Formerly Identified as:* NRC-CCSS-20

## Scientific Planning and Evaluation

*Description:* Information pertaining to programs supported by CCSS funds, evaluation reports, records of planning and other meetings: general correspondence, minutes and proceedings, memberships, long-term planning and direction and international interactions. *Topics:* Canada Sounding Rocket Planning Group (CSRPG); plans for space science in Canada; satellite projects; Space Science Evaluation and Planning Group (SSEPG). *Retrievability:* Files arranged by subject, type of program, government department, university, company and country.



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NRC/CCS-150 *Formerly Identified as:* NRC-CCSS-30

## Instrument Development

*Description:* Information on the development of space science instruments: correspondence, memoranda, contracts, studies, planning reports related to administration, finance, equipment and supplies, and co-operation with other agencies. *Topics:* CANOPUS; Data Analysis Network; Energetic Ion Mass Spectrometer; Viking UV Imager; Waves in Space Plasma/High Frequency; Wide-Angle Michelson Doppler Imaging Interferometer.

NRC/CCS-155 *Formerly Identified as:* NRC-CCSS-40

## Engineering Administration

*Description:* Correspondence, memoranda, technical reports, intergovernmental and interagency agreements, technical enquiries, operational plans and committee minutes on the operation and maintenance of space research facilities and the provision of engineering support for scientific rockets and balloons. *Topics:* Operations; balloon programs; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC/CCS-160 *Formerly Identified as:* NRC-CCSS-50

## Operational Engineering and Projects

*Description:* Information on the items required to provide support to the space science community: it consists of general correspondence, minutes of meetings, technical definitions, equipment performance reports (technical), engineering studies and data processing on topics such as rocket projects and telemetry.

NRC/CCS-161 *Formerly Identified as:* NRC-CCSS-60

## Equipment and Facilities

*Description:* Information on the planning, equipping, manning and use of space science research facilities in Canada. *Topics:* Correspondence on administration and policy; technical enquiries and replies; contract documentation; intergovernmental agreements; hardware engineering and development; rocket, balloon and satellite programs; minutes of meetings, seminars; international meetings; operations; balloon programs — large, small balloons; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC/DCH-165 *Formerly Identified as:* NRC-CHEM-10

## Administration

*Description:* Correspondence, memoranda, and reports relating to the operation of the laboratory sections, and the provision of scientific assistance to business, the general public and other agencies. *Topics:* General files — correspondence, technical enquiries, visits, lectures, seminars, publications, inventions; tests for outsiders; research.

NRC/DCH-170 *Formerly Identified as:* NRC-CHEM-20

## Analytical Chemistry

*Description:* Correspondence, memoranda and general enquiries on analytical methods and analysis problems. *Topics:* General correspondence; trace analysis — emission; X-ray; atomic absorption; organic and spark source mass spectrometry; inductively coupled plasma analysis.

NRC/DCH-175 *Formerly Identified as:* NRC-CHEM-30

## Chemical Engineering — Spherical Agglomeration

*Description:* Reports, correspondence and memoranda on membrane separation processes, spherical agglomeration, particle size enlargement, beneficiation of coal, the upgrading of ores, and the application of the relevant technologies to industrial problems. *Topics:* General correspondence; reverse osmosis; ultrafiltration; recovery of coal fines; fluid-particle technology; emulsions; coal-oil mixtures.

NRC/DCH-180 *Formerly Identified as:* NRC-CHEM-40

## Chemical Physics Spectroscopy

*Description:* Correspondence, reports and memoranda on semiconductors, electron spin resonance spectroscopy and transient phenomena. *Topics:* General correspondence; electronic properties; semiconductor films; photovoltaics; carrier generation; transport properties; sputtering.

NRC/DCH-185 *Formerly Identified as:* NRC-CHEM-50

## Colloid and Clathrate Chemistry

*Description:* Memoranda, reports, general enquiries; requests from industry on separation problems; colloids; particles. *Topics:* General correspondence; spherical agglomeration; oil sands bitumen separation; dielectric properties; NMR; clathrate hydrates.

NRC/DCH-190 *Formerly Identified as:* NRC-CHEM-60

## High Polymer Chemistry — Plastics

*Description:* General enquiries, reports and correspondence on polymer science, stereoregular polymers, plastics and rubbers. *Topics:* General correspondence; ionic polymerization mechanisms; block polymers; star polymers; characterization of stereoregular polymers; NMR; catalytic complexes.

NRC/DCH-195 *Formerly Identified as:* NRC-CHEM-70

## Hydrocarbon Chemistry

*Description:* General correspondence, memoranda and reports on the autoxidation of liquid hydrocarbons and the efficacy of anti-oxidants. *Topics:* Hydrocarbon research; free radicals; chain reactions in the liquid phase; reaction-rate constants; ESR spectroscopy; the chemistry of free radicals in solution; Vitamin E.

NRC/DCH-200 *Formerly Identified as:* NRC-CHEM-80

## Kinetics, Catalysis, ESR Spectroscopy

*Description:* Correspondence, memoranda and reports on chemisorption, catalysis, ESR spectroscopy and air pollution problems. *Topics:* General correspondence; hydrocarbon research; free radicals; ozone layer; photochemical smog; electron paramagnetic resonance; heterogeneous catalysis; fluorine-containing radicals; and carbonyl compounds.

NRC/DCH-205 *Formerly Identified as:* NRC-CHEM-90

## Laser Chemistry

*Description:* General correspondence, memoranda, reports relating to laser applications and isotope separation. A significant portion of this information is contained in laboratory notebooks. *Topics:* General correspondence; industrial contracts; laser isotope separation; uses of lasers industry; metal atom reactions.

NRC/DCH-210 *Formerly Identified as:* NRC-CHEM-100

## Metallic Corrosion and Oxidation

*Description:* Correspondence, memoranda and reports on metallic corrosion and oxidation, and replies to general and specific requests for assistance from industry and government on these subjects. *Topics:* General correspondence; corrosion of metals; formation of oxides on metals; electrochemistry; electron microscopy; Mossbauer spectroscopy; surface film characterization.

NRC/DCH-215 *Formerly Identified as:* NRC-CHEM-110

## Molecular Spectroscopy

*Description:* Correspondence and memoranda relating to research and requests for information on vibrational spectroscopy, techniques and computer programs. *Topics:* General correspondence; infrared spectroscopy; Raman spectroscopy; Fourier transform infrared spectroscopy; membranes.



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NRC/DCH-220 *Formerly Identified as:* NRC-CHEM-120

## Organic Chemistry

*Description:* Correspondence concerning the general administration of research activities, chemical synthesis, scientific collaboration and the publication of scientific reports. *Topics:* Carbene chemistry, free radical chemistry, organometallic chemistry, thermochemistry, kinetics, synthesis, deuterium labelling, steroids and alkaloids.

NRC/DCH-225 *Formerly Identified as:* NRC-CHEM-130

## Photochemistry and Kinetics

*Description:* Correspondence, memoranda and reports on gas-phase kinetics; reactions of atoms, radicals and other transient species. *Topics:* General correspondence; research on mass spectroscopy; photochemistry; photophysics; infrared chemiluminescence; laser isotope separation.

NRC/DCH-230 *Formerly Identified as:* NRC-CHEM-140

## Reaction Intermediates

*Description:* Correspondence, reports and memoranda relating to transient species, laser techniques and luminescent materials. A substantial amount of this information is contained in laboratory notebooks and journal publications. *Topics:* General correspondence; properties of reaction intermediates; laser techniques; fluorescence and phosphorescence.

NRC/DCH-235 *Formerly Identified as:* NRC-CHEM-150

## Solid State Chemistry — Metals

*Description:* Correspondence and memoranda on metals, alloys, etc., their properties and characterization techniques. *Topics:* General correspondence; magnetism; metals and alloys; electrons in metals; amorphous metals; hydrides; thermodynamics; X-ray diffraction; crystallographic structures.

NRC/DCH-240 *Formerly Identified as:* NRC-CHEM-160

## Textile Chemistry — Fiber Science

*Description:* Reports, correspondence and memoranda relating to research in textile chemistry, including general enquiries, requests for information and assistance from industry and other government departments. *Topics:* General (enquiries, visits, lectures, papers, publications, seminars); research in textile chemistry; textile research for companies, industry and government; polymer photochemistry; UV stabilization; morphology; X-ray diffraction; flammability; flame retardants.

NRC/DCH-245 *Formerly Identified as:* NRC-CHEM-170

## Theoretical Chemistry

*Description:* Correspondence, memoranda and reports relating to the above research activities. *Topics:* General correspondence; dynamics of liquids and solids; structure-function relationships; biomathematics; radiationless transitions; vibronic coupling; molecular physics; condensation phenomena; resonance Raman scattering.

NRC/DEE-250 *Formerly Identified as:* NRC-DEE-10

## Administration

*Description:* Information related to the operation of the individual laboratory sections and support services in the division. *Topics:* General correspondence, policy, administration and operation, divisional committees, equipment and supplies, technical enquiries and unsolicited suggestions, visits, lectures, seminars, exhibits, displays; review of manuscripts, articles for publication in outside journals, requests for copies of scientific papers, hospital engineering publications, Journal of Vacuum Science and Technology; laboratory orders, assistance to outsiders and universities, correspondence and investigations of electrical fires, accidents and failures, radio wave bands allocated to NRC, instrumentation co-ordination, correspondence between Communications Canada and the division; policy and general correspondence for the development workshops, drafting and photography section, and field station.

NRC/DEE-255 *Formerly Identified as:* NRC-DEE-20

## Computer Graphics

*Description:* Information on research projects in the following areas: computer graphics, image processing and computer vision, simulation and modelling, parallel system architecture, real-time sensory robotics, and application of artificial intelligence. *Topics:* Policy, general correspondence, image processing, data analysis, computer graphics and computer aided design, intelligent robotics, industrial activities.

NRC/DEE-260 *Formerly Identified as:* NRC-DEE-30

## Electromagnetic Engineering

*Description:* Information on research projects related to fundamental and applied problems in electromagnetic radiation and antenna theory. *Topics:* Policy; general correspondence; television; precipitation radar; microwave heating and drying; hail research (Alberta); microwave and high-frequency measurements and standards; tests for outsiders.

NRC/DEE-265 *Formerly Identified as:* NRC-DEE-40

## Electron Physics

*Description:* Records contain information on research projects related to surface science and ultrahigh vacuum, in particular, physical properties of surfaces, lanthanum hexaboride (as an electron emitter), microfabrication of electronic thin film devices, quantum electronics and laser technology as related to line width, optical memories and optical spectroscopy and liquid helium production. Some of this information is contained in laboratory notebooks. *Topics:* Policy; general correspondence; major projects on surface science; helium liquifier device; quantum electronics; surface physics; and ultra high vacuum.

NRC/DEE-270 *Formerly Identified as:* NRC-DEE-50

## Electronics Engineering

*Description:* Information on research projects related to instrumentation and software for intelligent robotic subsystems, sensor development, signal processing and photovoltaic systems. *Topics:* Policy; general correspondence; sensor development; signal processing; digital instrumentation; photovoltaic systems; fibre optic sensors; integrated optic sensors.

NRC/DEE-275 *Formerly Identified as:* NRC-DEE-60

## Information Science

*Description:* Information on research projects related to computer-aided learning or training and the specialized equipment associated with this field. *Topics:* Policy; general correspondence; touch sensitive x-y encoder; information retrieval and documentation; thermal radiation detection; research on computer-aided learning; and research on CAD/CAM; Canadian Patents and Development Ltd.

NRC/DEE-280 *Formerly Identified as:* NRC-DEE-70

## Biomedical Engineering Research Program

*Description:* Information on research projects related to specialized instruments and techniques required in the medical field, such as the development of technical aids for the handicapped, and the measurement and study of the effects of ultrasound and electric current flow on body tissues. *Topics:* Policy; general correspondence; guiding devices for the blind; medical electronics; echoencephalography; aids to the handicapped; prosthetics and orthotics research; reference catalogue; ultrasound; communication aids; Rehabilitation International; body signals; biomedical engineering activities in Canada; Advisory Committee on Technical Assistance to the Handicapped; operation of rehabilitation technology unit.

NRC/DEE-285 *Formerly Identified as:* NRC-DEE-80

## Power Engineering

*Description:* Information on research projects related to instrumentation and standards associated with the Canadian electrical power industry. *Topics:* Policy; general correspondence;

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electrical utilities; high-voltage research; dielectric research; interlaboratory comparisons; lightning research at the CN Tower, Toronto; high-voltage radio interference; energy-related research and development; and tests for outsiders.

**NRC/DEE-290** *Formerly Identified as:* NRC-DEE-90

### **Rehabilitation Technology Unit (Toronto)**

*Description:* Information on the administration and operation of the Rehabilitation Technology Unit (RTU) and on research projects related to developing and providing aids for the handicapped. *Topics:* Administration — general correspondence, visits, publications, papers and talks, conferences and seminars; Canadian Rehabilitation Council for the Disabled (CRCD) Technical Aids Committee; Canadian Board for Certification of Prosthetists and Orthotists; Canadian Association of Prosthetists and Orthotists; International and Ontario Society of Prosthetists and Orthotists; British Institute of Surgical Technologists; marketing — CRDC Operations; general correspondence, correspondence between RTU and CRDC, between RTU and the Canadian Rehabilitation Organization, between RTU and Foreign Rehabilitation Organization, between RTU and manufacturers and suppliers; testing and evaluation of commercial rehabilitation devices; research projects — general correspondence, switches (touch, pneumatic, lever, pedal, button, other input, photoelectric, manual joystick, mouth joystick), typing aid, mounting devices, telephone, message pointer, dynamic seat, radio tuning motor, personal nerve stimulator, head pointer.

**NRC/DEN-295** *Formerly Identified as:* NRC-ENERGY-10

### **Administration**

*Description:* General documentation on energy research and development within NRC, including planning documents, interdepartmental collaboration, public information, visits, seminars. *Topics:* Correspondence; policy; enquiries; visits; lectures; reviews; articles for publication; seminars; inventions; meetings; exhibits; reports; committees; research — in-house energy conservation program.

**NRC/DEN-300** *Formerly Identified as:* NRC-ENERGY-20

### **Biomass Energy**

*Description:* Correspondence, memoranda and reports on biomass energy research — agricultural sources, forest sources, harvesting technology, conversion technology, alternative liquid fuels. *Topics:* Enquiries, contractor workshops, ethanol, methanol, peat; contracts; contractors' reports; co-operation and liaison with industry.

**NRC/DEN-305** *Formerly Identified as:* NRC-ENERGY-30

### **Fusion Energy**

*Description:* Working papers, correspondence, enquiries, related to all aspects of fusion energy research and development, especially to magnetic confinement technology of tokamak, fusion fuels (tritium) technology, and inertial confinement technology with lasers. *Topics:* Correspondence, reports, presentations, conferences, committees, interdepartmental liaison; fusion program IV.3; KMS Fusion Inc.; contractors' reports; laser fusion facility studies.

**NRC/DEN-310** *Formerly Identified as:* NRC-ENERGY-40

### **Solar Energy**

*Description:* Correspondence, memoranda, reports, and contracts related to research on solar systems — thermal, photovoltaic, agricultural — and to specific solar components. Significant information is recorded in the form of contractor reports. *Topics:* Administration; federal-provincial agreements; fundamental studies; resource assessment; advanced scientific projects; industrial technology and product development; systems trials and demonstrations; agricultural applications; analysis and design methods; monitoring; tests and standards; information and liaison; Solar Purchase Program; heat pumps.

**NRC/DEN-315** *Formerly Identified as:* NRC-ENERGY-50  
**Wind Energy**

*Description:* Working papers, correspondence, enquiries, contractor reports on all aspects of wind energy research and development, especially resource assessment, field trials and prototype development. *Topics:* Correspondence, reports and presentations, conferences, economics and wind energy, committees, interdepartmental liaison, unsolicited proposals and inventions; wind energy resource assessment; wind energy research (performance analyses, structural analyses, Atlantic Wind Test Site; environmental interaction, materials, standards); wind energy field trials; megawatt prototype (AEOLUS).

**NRC/DEN-320** *Formerly Identified as:* NRC-ENERGY-60  
**Heat Pumps**

*Description:* Correspondence, enquiries, contractors' reports, meeting, conferences, workshops, interdepartmental liaison, committees related to all aspects of heat pump research. *Topic:* Heat pump research.

**NRC/DEN-325** *Formerly Identified as:* NRC-ENERGY-70  
**Hydrogen and Energy Storage**

*Description:* Documentation on hydrogen and energy storage research and development, including committees, interdepartmental collaboration, federal-provincial agreements and international liaison. *Topic:* Correspondence, enquiries, inventions, reports, meetings, conferences, workshops; Hydrogen Industry Council / 1458-6; Hydrogen Research / 2458-5; Canadian Hydrogen Association / 1453-173 IEA (International Energy Agency) — Hydrogen / 1465-5-24; International Association for Hydrogen Energy / 1459-136; Advisory Committee on Hydrogen and Electrochemistry — Hydro Quebec / 1490-10-10; Proposed Institute of Electrochemistry / 9000-22.

**NRC/DEN-330** *Formerly Identified as:* NRC-ENERGY-80  
**Peat Program**

*Description:* Correspondence, enquiries, contractors' reports, meetings, conferences, workshops, committees related to all aspects of peat research. *Topic:* General correspondence; McNamara construction; Peat Forum.

**NRC/HIA-335** *Formerly Identified as:* NRC-HIA-10  
**Administration**

*Description:* Correspondence, memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section and the Canada-France-Hawaii Telescope. *Topics:* Administration (general correspondence, enquiries, visits, lectures, talks and papers, review of manuscripts, theses for outsiders, seminars and colloquia, unsolicited suggestions and ideas submitted to HIA, exhibits and displays); research — general; Canada-France-Hawaii Telescope (CFHT) Board of Directors; contracts with CFHT; CFHT Canadian Project Office; miscellaneous work done for outsiders.

**NRC/HIA-340** *Formerly Identified as:* NRC-HIA-20  
**Astronomy**

*Description:* Correspondence, memoranda and working papers connected to the topics listed below. *Topics:* Policy, correspondence; 46-meter telescope; long baseline interferometry; solar radio noise; joint solar observing programs; solar maximum year; requests for observing time on telescope (other than ARO); visits to ARO; long-range planning; meals and board; instrumentation; application for observing time; data processing; Ottawa River Solar Observatory.

**NRC/HIA-345** *Formerly Identified as:* NRC-HIA-30  
**Distinguished Research Scientist**

*Description:* Information in these files pertains to the Distinguished Research Scientist Section; they also contain general correspondence on molecular spectroscopy.



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NRC/HIA-350 *Formerly Identified as:* NRC-HIA-40

## **Dominion Astrophysical Observatory**

*Description:* Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. *Storage Media:* Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints.

NRC/HIA-355 *Formerly Identified as:* NRC-HIA-50

## **Planetary Sciences**

*Description:* Correspondence, memoranda related to the topics listed below. *Topics:* Policy; general correspondence; auroral research; meteor research; rocket research; non-meteoritic sightings; auroral radar; planetary sciences field stations; Meteorite Observation and Recovery Project; upper atmosphere research data; astronomy and aeronomy; Aeronomy Newsletter; continuing observations of meteor phenomena; infrasound generated by meteors; continuing observations of auroral phenomena; infrared airglow research; thermal plasmas in the ionosphere; plasma studies in the magnetosphere; eclipse effects in the ionosphere; theoretical modelling of geomagnetic pulsations; experiment for shuttle spacelab; infrasonic research.

NRC/HIA-360 *Formerly Identified as:* NRC-HIA-60

## **Radio Astronomy**

*Description:* Correspondence, memoranda and radio maps. *Topics:* General correspondence; operation and administration; fires and fire protection.

NRC/HIA-365 *Formerly Identified as:* NRC-HIA-70

## **Space Physics**

*Description:* Information on basic research in space physics. *Topics:* General correspondence; auroral processes; Birkeland currents; cosmic rays; ionosphere; magnetosphere; space plasmas; McKay Street Cosmic Ray Laboratory.

NRC/HIA-370 *Formerly Identified as:* NRC-HIA-80

## **Spectroscopy**

*Description:* General correspondence and information related to spectroscopic research. *Topics:* Policy; infrared spectra of polyatomic molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions; laser-Stark and laser-Zeeman methods scanning infrared lasers; use of double resonance and two-photon spectroscopy.

NRC/HIA-375 *Formerly Identified as:* NRC-HIA-90

## **Spectroscopy of Larger Molecules**

*Description:* Information on research as outlined above; this research is also published in recognized scientific journals. *Topics:* Electronic and infrared spectra; molecules; free radicals; effects of magnetic and electric fields; astrophysical applications; two-photon spectroscopy; saturated absorption spectroscopy; microwave-optical double resonance.

NRC/IMR-380 *Formerly Identified as:* NRC-LCM-10

## **Administration**

*Description:* Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support — i.e., supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology.

NRC/IMD-385 *Formerly Identified as:* NRC-IMD-10

## **Marine Transportation Technology**

*Description:* Administration and operational files, general technical correspondence, working and correspondence files containing technical and administrative detail of marine transportation research studies and participation in societies, associations, conferences and government interdepartmental committees and working groups. *Topics:* Administration — policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel, operational — policy, general correspondence; research and development (general, for industry and for government).

NRC/DME-390 *Formerly Identified as:* NRC-DME-10

## **Administration, Research, Testing**

*Description:* Information and correspondence on the operation of the individual sections and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy; general correspondence; enquiries; administration and operations of Western Laboratory; visits, lectures, papers and talks; review of manuscripts and theses of staff; articles for publication; seminars; laboratory orders; firms offering testing, shop work, manufacturing assistance and facilities; exhibits and displays; inventions submitted; newsletters; photographs and publicity; pollution — general correspondence; Alexander Graham Bell Museum, Baddeck, Nova Scotia; monuments; divisional project management system; finance policy; general finance correspondence; equipment and supplies by sections; research by subject; research collaboration with industry; tests.

NRC/DME-395 *Formerly Identified as:* NRC-DME-20

## **Systems Laboratory**

*Description:* Information on the technology of computer modelling and simulation: facility development, hardware, software, methods and applications. Correspondence, memoranda and reports on the industrial and medical applications of automatic control and human factor studies information on computer modelling and simulation, distributed control and data highway development, communication characteristics of the human operator and collaborative studies with universities and government departments. *Topics:* General correspondence; technical enquiries; laboratory operation; digital and hybrid computing; trip reports by staff; research projects. Policy; technical enquiries; orthopedic and prosthetic appliances; heat exchange for brain cooling; specific control problems on copper refining; applications of fluid amplifiers; pattern recognition; effect of microwave radiation on birds; controlled wound healing; freeze-drying units; spinal cord cooling and monitoring; Transport Canada plate load test equipment; consultation with ND Directorate on support vehicles; Queen's University — interdisciplinary collaboration.

NRC/DME-400 *Formerly Identified as:* NRC-DME-30

## **Engine Laboratory**

*Description:* Correspondence, memoranda, reports, related to research on air cushion technology; energy conserving automotive power plants and fuels; aerodynamics and heat transfer in cooling of internal combustion engines; bearing design and operation, vibration prediction measurement techniques; gas turbine engines; aerodynamic theory and performance of turbo and reciprocating machinery, and on acoustics of machinery. *Topics:* Policy; general correspondence; enquiries; administration and operations; reports and publications; compressor design and performance of centrifugal compressor; engines — internal combustion; Vertical Take-Off and Landing (VTOL) fan-in-wing; VTOL propulsion tunnel; ceramic foam material; hybrid power plant system for automotive vehicles; air cushion hoverbed geriatric bed; icing research; fan testing rig



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investigations; rotor dynamics; hydrostatic bearings aeroacoustics; tests for outsiders.

**NRC/DME-405 Formerly Identified as: NRC-DME-40  
Fuels, Lubricants and Associated Products**

*Description:* Information on the section's administration, research and development work, committee correspondence, miscellaneous enquiries and test work. *Topics:* Policy; general correspondence; enquiries; operations and administration; pollution — air, water; unconventional automotive fuel; publications; static charging of distillate fuels; work done for other divisions; diesel hydraulic propulsion unit; combustion and propulsion; bearing life of rotating electrical components; detection of explosives; tribology research; storage test of petroleum products; fuels and lubricants; re-refined oil; tests for outsiders; research and development — air, land and sea; Quality Engineering Test Establishment.

**NRC/DME-410 Formerly Identified as: NRC-DME-50  
Engineering Gas Dynamics and Plasma Dynamics**

*Description:* Correspondence and reports related to the laboratory's internal research and co-operative programs with industry in the project areas of combustion, turbines, fans and compressors, internal aerodynamics, high pressure water jet technology, heat transfer, test facilities, experimental and theoretical plasma dynamics, numerical methods in plasma dynamics, and the application of fluid and plasma dynamics to industrial processes. *Topics:* Policy; general correspondence; general enquiries; administration; radio isotopes; liaison with universities; reports and publications; high temperature by means of shock waves; flow losses in ducts and bends; air bearing applications; two-phase heat transfer; Gas Turbine Locomotive Project; fuels and oil-quality reports; high pressure ratio turbine stages; water jet cutting; VTOL propulsion tunnel — Vertical Take-off and Landing (VTOL) research; combustion research; flaw detection in hot steel billets; thermo spraying; pump test facilities; tests for outsiders; industrial research and development; loan and disposal of equipment to outsiders.

**NRC/DME-415 Formerly Identified as: NRC-DME-60  
Hydraulics**

*Description:* Correspondence, memoranda on research studies pertaining to coastal and offshore engineering problems, including ocean energy. Raw data are kept in notebooks or on graphs and magnetec tapes (e.g., model tests); analyzed data are recorded in laboratory reports or files. *Topics:* Policy; general correspondence; enquiries; administration; computer-related correspondence; Computer Data Acquisition System (GEDAP); development of porous breakwater; pollution study — Ottawa River Hydraulic Laboratory; St. Lawrence Waterway Project — heat and ice studies; Sept-Îles Numerical Model Study; studies of Rideau River at Mooney's Bay; wave climate studies; wave forces; ice; motion of floating structures; ocean energy; Technical Advisory Committee — Beaufort Sea Artificial Island; tests for outsiders; research and development.

**NRC/DME-420 Formerly Identified as: NRC-DME-70  
Low Temperature Laboratory**

*Description:* Information on research related to engineering problems resulting from low temperature, snow and ice, primarily in the transportation field; also on test projects carried out for, or in collaboration with, industry, other government departments, and foreign government agencies. *Topics:* Policy; general correspondence; enquiries; operation and organization; research on icing of fishing vessels; icing protection helicopters; general aircraft icing problems; icing protection of instruments and controls; investigation of absorption refrigeration systems; research on cold starting of engines, icing detectors, railway and track switch protection, cold weather problems, snow removal methods and problems, thermal refrigeration cycles, adhesion and removal of ice substrates, heat pumps, and sea ice dynamics; tests for outsiders — in cold chamber, in high-speed

icing wind tunnel, in low-speed icing wind tunnel, in helicopter spray rig; research and development.

**NRC/DME-425 Formerly Identified as: NRC-DME-80  
Designing and Manufacturing Technology**

*Description:* Correspondence, reports, memoranda relating to information on the design of scientific and laboratory equipment, manufacturing methods and statistical information on machinery capabilities. *Topics:* Policy; general correspondence; enquiries; organization and administration; electrochemical machining; work orders; railway investigation — warning lights, roller test rig; machine work for outsiders; other design engineering; reinforced plastics technology; electron beam welding; laser beam welding; numerically controlled machine tools; electro-chemical machining; electrical discharge machining; steel heat treatment; precision gear design and manufacture; research and development — general correspondence.

**NRC/DME-426 Formerly Identified as: NRC-DME-90  
Railway Laboratory Research, Development, Tests and Calibration**

*Description:* Correspondence, memoranda, reports, test work statements on the main areas of responsibility of the laboratory. *Topics:* Policy; general correspondence; enquiries; organization and administration; Committee on Train Dynamics and Lading Damage; development of tools to facilitate vascular orthopedic and plastic surgery; orthotic and prosthetic devices; development of aids to handicapped; gravity wave instrumentation; environment recording systems; pressure gauge calibrations; altimeters and airspeed; track simulator drive; rail car studies; railway computer modelling; VIA RDC Modernization Program; centre sill cracking in rotary dump iron ore cars; testing of subway cars.

**NRC/DME-430 Formerly Identified as: NRC-DME-100  
Tribology, Computerized Design and Manufacturing, and Mechanical Technologies**

*Description:* Correspondence, memoranda, reports relating to research and development on the wear of materials (mainly in machinery), rails, wheels and bearings; computerized manufacturing; and small-scale agricultural and logging equipment. *Topics:* General administration — policy; correspondence; enquiries; administration and operations; visits; lectures; papers and talks; manuscript review by staff; articles for publication; seminars; workshops; inventions; photographs and publicity; research files — tribology; materials; instrumentation; numerically controlled machines; manufacturing processes; mechanics and machine design; appropriate technology; research and development for outsiders.

**NRC/DMS-435 Formerly Identified as: NRC-DMS-10  
Administration**

*Description:* Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; inventions submitted to the division; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

**NRC/DMS-440 Formerly Identified as: NRC-DMS-20  
Condensed Matter Theory**

*Topics:* Quantum Hall effect; superconductivity; organic superconductors; density-functional theory of plasmas, metals and liquid metals; amorphous silicon; point-contact spectroscopy of metals; pair potentials in transition metals; dielectric function of the electron gas; ice.

**NRC/DMS-445 Formerly Identified as: NRC-DMS-30  
Quantum Microphysics**

*Topics:* Transient electron and lattice dynamics in semiconductors; optical non-linear interactions at solids and surfaces; laser damage; quantized Hall effect and magneto-transport; magnons and phonons

in mixed crystals; light scattering from surfaces; Raman spectroscopy of surfaces; ion and electron interactions with surfaces; solar thermal absorption.

**NRC/DMS-450** *Formerly Identified as:* NRC-DMS-40

## **Electronic Structure and Calorimetry**

*Topics:* Calorimetry, electronic structure of pure metals; electronic structure of dilute alloys; electronic structure of intermetallic compounds and ordered alloys; effects of hydrostatic pressure on electronic structure of metals.

**NRC/DMS-455** *Formerly Identified as:* NRC-DMS-50

## **Molecular Beam Epitaxy**

*Topics:* Molecular Beam Epitaxy equipment for the growth of III-V compounds and Group IV/Metals; superlattices, quantum wells; optical devices; X-ray mirrors; abrupt junctions; photoluminescence, Hall effect and other characterization techniques.

**NRC/DMS-460** *Formerly Identified as:* NRC-DMS-60

## **Electron Physics**

*Description:* This section of Electrical Engineering is also a member of this division. For information, refer to the description under "Electrical Engineering".

**NRC/NAE-465** *Formerly Identified as:* NRC-NAE-10

## **Management**

*Description:* The files contain material related to the orderly management of all programs and projects in the establishment, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NAE involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration (general correspondence, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, AGARD, CAARC, publicity and inventions); research; tests and work done for outsiders.

**NRC/NAE-470** *Formerly Identified as:* NRC-NAE-20

## **Flight Research**

*Description:* Design, operations and maintenance material on the aircraft in use; project files containing transactions on the individual research projects; material on international co-operative research arrangements; and records of projects involving other government departments and industry. *Topics:* Aircraft (by type); policy; general correspondence; military reconnaissance aircraft antisubmarine (MAD); development in airborne supply dropping; crash position indicator; computing facilities; advice and assistance on aircraft use in agriculture and forestry; forest fire control; air cushion vehicles; atmospheric turbulence; jet transport operating problems; airborne infrared techniques for resource survey; hail suppression techniques; airport fog dispersal; aerial spray systems and techniques; field experiments on drift; automobile crash detector, air data recorder playback; Vertical Take-Off and Landing (VTOL) and STOL projects; National Defence Convair 580 Project.

**NRC/NAE-475** *Formerly Identified as:* NRC-NAE-30

## **High Speed Aerodynamics**

*Description:* Files on internal research projects and incoming contracts that contain documentary material, both technical and contractual, that govern the work done under them. *Topics:* Policy; general correspondence; travel; conferences; equipment; Canadian sounding rockets; flow field survey about cones at supersonic speeds; five-foot wind tunnel; separation of the three dimensional laminar boundary layer on a flat plate; two-dimensional augmentor wing study in a five-foot wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel techniques.

**NRC/NAE-480** *Formerly Identified as:* NRC-NAE-40

## **Low Speed Aerodynamics**

*Description:* Information on contracts and agreements with external agencies, military and civil; individual projects; management matters, meetings and conferences. *Topics:* Policy; general correspondence; internal research projects; non-aeronautical aerodynamics; fluidic devices; wind power generator; energy research and development; vehicle aerodynamics.

**NRC/NAE-485** *Formerly Identified as:* NRC-NAE-50

## **Public Safety Project Office**

*Description:* Information on internal and external transactions concerning planning and projects, national and international crime countermeasures, individual projects, meetings, publications, contracts and policy. *Topics:* Administration; correspondence with outside organizations; operations; projects; committee study groups; crime countermeasures; fingerprinting; chemical agents; protective equipment; vapor detectors; image enhancement; patrol-car allocation; aviation security; missiles; emergency lighting; and radio-spectrum allocation.

**NRC/NAE-490** *Formerly Identified as:* NRC-NAE-60

## **Structures and Materials**

*Description:* Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* Policy; general correspondence; G-meters; structural fatigue; road accidents study group; composite materials; acoustic excitation of structures; orthopedic implants and biomedical materials; Ottawa-Carleton computer traffic control system; metallic materials; structural analysis; real-time photogrammetry; calibrations; impact strength of structures; crack propagation; and theory of structures.

**NRC/NAE-495** *Formerly Identified as:* NRC-NAE-70

## **Space Technology Program Office**

*Description:* Information on the management of the three programs — international and national agreements, the control of prime contractor costing and finance, all technical research and development within the programs, interfacing with the Space Shuttle and its subsystems, NASA procurements offsets, post-delivery support, RMS technology developments, astronaut experiment definitions, astronaut training programs, space station feasibility studies. *Topics:* Policy and agreements; finance; shuttle operational flights; product assurance; materials; failure analysis; configuration management; Simfac; Remote Manipulator System; mechanical and electrical sub-systems; ground support equipment; CCTV and Lighting; schedules; Joint-Review Board; verification and tests; Astronaut program general correspondence; speaking engagements; equipment; training; space station studies; Canadian requirements studies; NASA studies.

**NRC/NAE-500** *Formerly Identified as:* NRC-NAE-80

## **Unsteady Aerodynamics**

*Description:* Information on research conducted by the laboratory; includes documentary material on contract and co-operative research with the United States. *Topics:* Dynamic wind tunnel tests; helium hypersonic wind tunnel; oscillatory characteristics of wings and bodies; detection of explosives; trace vapor detection; techniques for dynamic testing.

**NRC/DPH-505** *Formerly Identified as:* NRC-PH-10

## **Administration**

*Description:* Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders, NRC Advisory Board on TRIUMF.



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NRC/DPH-510 *Formerly Identified as:* NRC-PH-20

## Acoustics

*Description:* Information related to research on sound propagation and environmental studies; sound and vibration in relation to health; acoustical technology, devices, measurements and standards. *Topics:* Correspondence; couch noise; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise (industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committees on noise); exposure of man to noise; exposure of man to vibration, e.g., hand-arm vibration; microphone and sound level meter; sound reproduction; committee on hearing bioacoustics and biomechanics; seminar on noise and the community; technical planning and legislative control; advisory group on communicative disorders — U.S. National Institute of Health; specific projects — external and middle ear acoustics, earphone measurement techniques and hearing studies, hearing conservation techniques, effect of noise on sleeping persons, acoustical data processing, reduction of noise from small engines, and sound level measurement techniques.

NRC/DPH-515 *Formerly Identified as:* NRC-PH-30

## Electrical and Time Standards

*Description:* Information related to research on physical standards of measurement (direct current, low-frequency alternating current, high-frequency alternating current); development of instruments and techniques of measurement; the international basis of time; primary frequency and time standards; and time dissemination. *Topics:* Correspondence; statistics in measurements; international intercomparisons of rf standards; research on standard frequency (NRC-CNRS co-operative work); talking clock; portable or flying clocks; commercial atomic clocks; daylight saving time; history of timekeeping; standard time zones; provincial legislation time zones; time signals requests; Bureau International de L'Heure; transmitter; antenna; licences; digital time and telephone dissemination; U.S.A. standard time and Daylight Saving Time (DST); satellite time dissemination; interference on infringement reports; *Daylight Saving Time Act* and Regulations.

NRC/DPH-520 *Formerly Identified as:* NRC-PH-40

## Heat and Thermometry

*Description:* Information on thermometry and temperature standards, and oceanographic measurements and instrumentation. *Topics:* Correspondence; oceanography; photometry; heat and solid state thermometry; resistance thermometry; thermocouple thermometry; optical thermometry; thermometric fixed points; properties of thermometric materials; and temperature scales; CODATA task group on fundamental constants; International Committee on Thermometry.

NRC/DPH-525 *Formerly Identified as:* NRC-PH-50

## High Energy Physics

*Description:* Information on interaction of heavy nuclei in emulsions; meson and baryon spectroscopy; rare decays of nuons and pions; and instrumentation for particle physics.

NRC/DPH-530 *Formerly Identified as:* NRC-PH-60

## Laser and Plasma Physics

*Description:* Information on high-power pulsed CO<sub>2</sub> laser-plasma interaction studies; radiative interaction experiments; high-power laser development; and laser photochemistry.

NRC/DPH-535 *Formerly Identified as:* NRC-PH-70

## Length and Mechanical Standards

*Description:* Information on length and mass standards and calibration; laser frequency standards and optical coatings and filters. *Topics:* Policy; correspondence; thin film coatings; optical thin films; ABC unification of engineering standards; measurement seminars; and hardness measurements.

NRC/DPH-540 *Formerly Identified as:* NRC-PH-80

## Photometry and Radiometry

*Description:* Information on light and colour, optical instruments, and solar energy. *Topics:* Correspondence; colorimetry; photometry; calibration of aerial survey cameras; survey of tests on camera mounts; working group on optical properties of paper; National Bureau of Standards collaborative reference programs; seminar on colorimetry and photometry; Journal of Colour Research and Applications; Reflectance Spectroscopy Committee.

NRC/DPH-545 *Formerly Identified as:* NRC-PH-90

## Photogrammetric Research

*Description:* Information on photogrammetric methods and techniques, aerial and space photogrammetry; engineering and medical photogrammetry; automation in photogrammetry and development of instruments. *Topics:* Correspondence; orthophoto system, photogrammetry, analytical methods in photogrammetry, ultrasonic techniques for medicine; development of an analytical stereo-plotter (The Stereorestimator); close-range applications of photogrammetry; symposium on modern technology for Cadastre.

NRC/DPH-550 *Formerly Identified as:* NRC-PH-100

## Materials Physics

*Description:* Research on crystal defects. *Topics:* Correspondence; structure and properties of crystal defects; plastic deformation of metals and alloys; cyclic deformation; solution hardening; microstructure in deformation and fatigue; surface effects in crystal plasticity; thermodynamics of deformation; dislocation cores.

NRC/DPH-555 *Formerly Identified as:* NRC-PH-110

## Ionizing Radiation Standards

*Description:* Information on radiation dosimetry; radioactivity; electron linear accelerator; *Topics:* Correspondence, linear accelerator group; radiation chemistry; pulse radiolysis; neutron measurements; radionuclide calibrations; radioisotopes licences; research hazards and protective measures in transportation of radioactive materials; dosimetry group.

NRC/PBI-560 *Formerly Identified as:* NRC-PBI-10

## Support Services

*Description:* Information on on-going services to research inside and outside PBI. Records of the Administrative Office, the Library, the Research Illustration Group, the chemical analysis groups, Plant Engineering Services and Purchasing are included. *Topics:* Correspondence; personnel and budget documents; progress reports and records of research; published research papers; library books and journals; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders.

NRC/PBI-565 *Formerly Identified as:* NRC-PBI-20

## Plant Products Technology

*Description:* Information related to research on fermentation processes for bacteria and plant cells; the processing of cereal and legume crops. *Topics:* Correspondence; fermentation; alkaloids; phased culture; protein and starch; utilization of crops.

NRC/PBI-570 *Formerly Identified as:* NRC-PBI-30

## Plant Microbial Productivity

*Description:* Information on the biochemical function of lower organisms such as bacteria, fungi and algae; the degradation of wood by fungi; the conversion of carbon and atmospheric nitrogen to nutrient by plant-bacterial systems. *Topics:* Correspondence; contract documents; lignin and wood studies; nitrogen fixation; microbial biochemistry; blue-green algae and their metabolites; culture collection documents.



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NRC/PBI-575 *Formerly Identified as:* NRC-PBI-40

## **Bio-organic Chemistry**

*Description:* Information on the chemistry of naturally occurring substances, mostly of plant origin; the synthesis and analysis of fatty acid relatives and of proteins and amino acids; the development of sex attractants for insect pests. *Topics:* Correspondence; analytical charts and documents; synthetic methods; analytical methods; labelled molecules; insect sex pheromones; chemical taxonomy; chromatographic methods; spectroscopy.

NRC/PBI-580 *Formerly Identified as:* NRC-PBI-50

## **Plant Cell Technology**

*Description:* Information on cell processes in higher plants. *Topics:* Correspondence; production and manipulation of cell cultures; freeze-drying of plant tissues; regeneration of whole plants; fusion of cells; germplasm storage; hybridization; metabolism of cell cultures; and others.

NRC/PBI-585 *Formerly Identified as:* NRC-PBI-60

## **Plant Molecular Genetics**

*Description:* Information on genetic-encoding molecules, on genomes, genes and gene traits; alteration and synthesis of gene fragments; vectors. *Topics:* Correspondence, charts and documents, methods, laboratory documents; contract documents.

NRC/TTR-590 *Formerly Identified as:* NRC-DBR-10

## **Director's Office**

*Description:* Documents on the operation of the individual sections, advisory bodies, research and development studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; CIB; Construction Industry Development Council; minutes of the Board of Directors; NRC five-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; research and development for engineering in cold regions; divisional planning committee notes; and Canada Mortgage and Housing Corporation — Division of Building Research reports.

NRC/TTR-595 *Formerly Identified as:* NRC-DBR-20

## **Administration**

*Description:* Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations and correspondence and documents on the shops and building up-keep.

NRC/TTR-600 *Formerly Identified as:* NRC-DBR-30

## **Building Materials**

*Description:* Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products.

NRC/TTR-605 *Formerly Identified as:* NRC-DBR-40

## **Building Performance**

*Description:* Information on the design and construction process and the observation and analysis of the operation, use and performance of actual buildings. *Topics:* Movement of people in buildings; occupancy

classification and standards; development of building details; metric conversion for building design; user problems and activities; study of building-use information in the design process; occupant behaviour and building emergencies; development of design aids; and thermal upgrading of houses.

NRC/TTR-610 *Formerly Identified as:* NRC-DBR-50

## **Building Structures**

*Description:* Information on the introduction of "limit states design" into Canadian structural codes and standards and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others.

NRC/TTR-615 *Formerly Identified as:* NRC-DBR-60

## **Codes and Standards**

*Description:* Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to code committees; code requirements for committee consideration; replies to code enquiries and requests for interpretation; seminars and conferences on the NBC and NFC; the continuing review of the code documents in the light of developments in building design and technology to determine the areas that may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved code requirements.

NRC/TTR-620 *Formerly Identified as:* NO REFERENCE

## **Building Services (New)**

*Description:* Information on the evaluation of the thermal characteristics and performance of materials, components and systems leading to standards, product development and proper design. *Topics:* Energy calculations; energy auditing; lighting practice; efficient lighting energy use; smoke control in tall buildings; test methods and standards for active solar heating; passive solar heating; ventilation and air movement in buildings; thermal and hygric properties of materials, hermetically sealed multiple glazing; thermal performance of walls and ceilings; thermal performance of windows; airtightness of walls; advance technology in the building industry.

NRC/TTR-625 *Formerly Identified as:* NRC-DBR-90

## **Fire Research**

*Description:* Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behaviour of building components in fire; evaluation of fire behaviour of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports.

NRC/TTR-630 *Formerly Identified as:* NRC-DBR-100

## **Geotechnical Section**

*Description:* Information on mineral soils, rock, permafrost, snow and ice, manuals on engineering practice, codes and standards. *Topics:* Deformation and stresses in soils; soil strength and rapid failures; deep foundations and excavations; regional soil conditions; frost action in soils; permafrost distribution and environmental studies; structures in permafrost; deformation and failure of fresh water ice; ice engineering; avalanche engineering; deformation and strength of

## NATIONAL RESEARCH COUNCIL OF CANADA

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frozen and thawing soils; ground thermal regime; frost heavy studies in northern regions; tunnelling and underground construction; physico-mechanical processes in frozen soils; rheology and strength of saline ice; avalanche hazard evaluation; and ground heat storage.

NRC/TTR-635 *Formerly Identified as:* NRC-DBR-110

### **Instrumentation**

*Description:* Information on the division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the division.

NRC/TTR-640 *Formerly Identified as:* NRC-DBR-120

### **Noise and Vibration**

*Description:* Information on field measurements of the sound absorption and transmission properties of buildings and building elements and research in vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact test for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; and commercial test reports.

NRC/TTR-645 *Formerly Identified as:* NRC-DBR-130

### **Regional Stations**

*Description:* Correspondence and material on technical enquiries, lectures and seminars; information on the study of building materials and systems in real service or controlled laboratory environments at the Prairie Regional Station. *Topics:* Atlantic Station, Halifax — masonry studies in Atlantic Canada; technical enquiries; National Building Code; National Fire Code; field study reports. Prairie Station, Saskatoon — behaviour of flat roofing systems and components; shallow foundations on active subsoils; concrete in soils of high sulphate content; compression characteristics of glacial deposits in Western Canada; condensation in buildings; heat and moisture balance in buildings. B.C. Station, Vancouver — technical enquiries, National and Fire Codes; field study reports.

NRC/TTR-650 *Formerly Identified as:* NRC-DBR-140

### **Technical Information**

*Description:* Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts, digests; Research News; Housing Notes; Canadian Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports.

NRC/TTR-655 *Formerly Identified as:* NRC-DBR-160

### **UFFI Unit**

*Description:* These records and laboratory notebooks contain information on the chemical analysis of the foam, products used in its manufacture and those that evolved during its decomposition; the development of technique for monitoring the movement of these products within the building envelope; and other aspects related to the product. *Topics:* UFFI field investigations, development of remedial measures for homeowners, institutions and commercial establishments, materials, properties and emissions, development of tests to screen sample quality, field measurements of UFFI gases and particles, techniques for measuring formaldehyde and other gases in air, techniques for measuring particulate materials in air, and retrieval and dissemination of technical information related to UFFI.

NRC/TTR-660 *Formerly Identified as:* NRC-CISTI-10

### **Administration**

*Description:* Correspondence and documents on the operation of the institute such as project planning and reports; program forecasts, agreements, finance. *Topics:* Administration (policy, general correspondence, enquiries, administration and operation, lectures and talks, seminars and colloquia, reference privileges, training program, interlibrary delivery systems); CISTI operations; translation services; equipment and supplies.

NRC/TTR-665 *Formerly Identified as:* NRC-CISTI-20

### **Acquisitions**

*Description:* Records contain information related to acquiring publications for the CISTI library collection by purchase orders or exchange agreements — correspondence, invoices, payment records, processing services.

NRC/TTR-670 *Formerly Identified as:* NRC-CISTI-30

### **Branch Libraries**

*Description:* Information on the internal operations of the branch library service to the NRC and to services extended to external organizations. *Topics:* Libraries (by name) — Administration, Aeronautical and Mechanical Engineering, Chemistry, Physics, Electrical Engineering, Building Research, Sussex Drive, Industrial Materials Research Institute, Dominion Astrophysical, Victoria, B.C., Dominion Radio Astrophysical, Penticton, B.C., Energy and Uplands Branches, Ottawa, Ont, Atlantic Research Branch, Halifax, N.S., Marine Dynamics Branch, St. John's, Nfld., Plant Biotechnology Branch, Saskatoon, Sask., Biotechnology Branch, Montréal, Qué.

NRC/TTR-675 *Formerly Identified as:* NRC-CISTI-40

### **Cataloguing**

*Description:* Information on library automation systems, library computer applications, cataloguing rules, procedures and standards. *Topics:* CISTI Operations — (policy; general; correspondence; Dortmund Bibliotheks system (DOBIS).

NRC/TTR-680 *Formerly Identified as:* NRC-CISTI-50

### **Loans, Photocopies and Translations**

*Description:* Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of translations from foreign languages. *Topics:* Information Services — policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports.

NRC/TTR-685 *Formerly Identified as:* NRC-CISTI-60

### **Health Sciences Resource Centre**

*Description:* General correspondence on the centre's library services, resources and the publications it produces. *Topics:* Policy; Health Science Serials on Order; Issue of Conference Proceedings in the Health Sciences; Advisory Committee to the Health Sciences Resource Centre; Survey Directory of Health Science Libraries in Canada; Canadian locations of journals indexed for Medline.

NRC/TTR-690 *Formerly Identified as:* NRC-CISTI-70

### **Information Services**

*Description:* Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; also information on the marketing of CISTI services in Canada, the CAN/OLE, the CAN/SDI, and the Information Exchange Centre. *Topics:* Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Information Exchange Centre; Reference Department; Knowledge Source Index; bibliographic databases.



# NATIONAL RESEARCH COUNCIL OF CANADA

NRC/TTR-695 Formerly Identified as: NRC-CISTI-80

## Publications

*Description:* Information on the preparation, production and ordering of CISTI publications.

NRC/TTR-700 Formerly Identified as: NRC-CISTI-90

## Scientific Numeric Databases

*Description:* On-line retrieval service of scientific numeric data, tape lease for private use. *Topics:* Infrared spectral data; crystallographic data; thermochemical data; and others.

NRC/TTR-705 Formerly Identified as: NRC-IDO-10

## Industrial Development

*Description:* Information on program policy, cost-benefit reviews, industrial surveys, project proposals, program promotion, committee minutes, policy proposals and evaluations and program planning. *Topics:* Finance; projects; industry; provincial research councils; committees.

NRC/TTR-710 Formerly Identified as: NRC-IDO-20

## Industrial Research Assistance Program (IRAP)

*Description:* Minutes of meetings, agendas, membership of CIRA committee, terms of reference for committee, policy and practices of committee, research proposals, research projects, company annual reports, project manager visit reports, liaison officer reports, financial disbursements and general administrative documentation. *Topics:* Administration; finance; projects for IRAP grants; invoices for IRAP projects; professional and trade associations; committees; industrial research institutes; provincial research councils; Mini-IRAP Program; Scientific and Technical Employment Program (STEP); Scientific and Technical Employment Program Extension (STEPEX); New Technology Employment Program (NTEP); Technical Co-operation Program.

NRC/TTR-715 Formerly Identified as: NRC-IDO-30

## Industry Policy Analysis

*Description:* Information on the administration and operations of the office, visits to and from outside organizations, lectures and talks, seminars given by industry, enquiries, program analyses, policy papers, long-range plans and long-range plan themes, correspondence and working papers regarding new proposals and study projects.

NRC/TTR-720 Formerly Identified as: NRC-IDO-40

## Program for Industry/Laboratory Projects (PILP)

*Description:* Working papers, proposals, contract information, reports on visits, forecasts and estimates, budget information, Procurement Review Committee applications and conclusions, licences, correspondence and divisional review forms on unsolicited proposals and information on PILP projects and various fields of technology. *Topics:* Policy, general correspondence, administration and operation of program, enquiries, visits, lectures, licensing policy; finance; committees; company information; fields of technology; projects; Employment and Immigration Canada; co-operative projects with industry; unsolicited proposals.

NRC/TTR-725 Formerly Identified as: NRC-IDO-50

## Central Advisory Service

*Description:* Replies to enquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology.

NRC/TTR-730 Formerly Identified as: NRC-IDO-60

## Field Advisory Service

*Description:* Information on the assistance and advice provided to industrial clients in the areas of chemistry, physics, biology, mechanical-chemical-electrical-electronic engineering, plastics, rubbers, environmental matters, metallurgy, food technology and various industrial engineering topics such as plant layout, product quality, production and cost-control, value analysis, and other matters associated with production operations.

NRC/TTR-735 Formerly Identified as: NRC-RJ-10

## Research Journals

*Description:* Information on the publication of Canadian research journals. *Topics:* Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing and distribution services; translation of abstracts; continuing agreements; abstracting of publications; Canadian journals of research committees; and manuscripts for publication in Canadian journals of research.

NRC/FIN-740 Formerly Identified as: NRC-CC-10

## Computation Centre

*Description:* Information on the operation of the Centre. *Topics:* Computation Centre administration requirements, equipment and committees, correspondence; enquiries; services and service agreements; program forecasts; travel; lectures and technical presentations; seminars; National Library System planning; computing needs; computer maintenance; equipment; future planning.

NRC/PAS-745 Formerly Identified as: NRC-RPSO-10

## Administration

*Description:* Correspondence, memoranda and contracts related to the general administration and operation of the National Research Council, including enquiries made or answered. *Topics:* Administration, contracts, finances, status reports on contracted research and development, committee minutes, technical information and evaluations.

NRC/GEN-750 Formerly Identified as: NRC-GENUSE-10

## General-Use Series

*Description:* Information on the organization of international conferences; memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the *Canadian Human Rights Act*, status of women, access to information and privacy, Affirmative Action. *Topics:* Associations, clubs, societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; Status of Women; *Canadian Human Rights Act*; *Access to Information and Privacy Acts*, affirmative action; Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements.

## Deleted Classes of Records

Except for NRC-IMT-10, the following classes of records have been deleted as a result of reorganization within the National Research Council. The information contained in them can now be found in other classes of records (see Subject Index). In the case of NRC-IMT-10, the government decided not to proceed with the establishment of the Institute for Manufacturing Technology.

NRC-ARL-40 Physical Analysis  
NRC-ARL-80 Instrumentation  
NRC-ARL-100 Coal and Peat



## NATIONAL RESEARCH COUNCIL OF CANADA

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NRC-CC-20 Computer Technology Research  
NRC-DBR-70 Energy Conservation Research and Development  
NRC-DBR-80 Energy and Services  
NRC-DBR-150 Thermal Performance

NRC-IDO-70 Technology Awareness  
NRC-IMT-10 Administration  
NRC-PBI-60 Biomedical Engineering



# **DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)**

## **Chapter 69**



# DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

## DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE) (RCC)

MINISTER

DEPUTY MINISTER

### EXCISE PLANNING ELEMENT

(EPE)

005 Interpretation Casework  
010 National Uniformity  
015 Fair Price and Values Surveys  
020 Field Development  
025 Licensing  
030 Information Preparation  
035 Rulings  
040 Excise Collections  
045 Excise Audit  
050 Refund Claims — Excise Gasoline Tax  
055 Rebate Claims — Fuel Tax Rebate  
060 Sales Tax Bulk Permits — Fuel  
Tax Rebate  
065 Registered Vendor's Certificates  
— Fuel Tax Rebate  
070 Investigations — Special Bureau  
075 Excise Duty  
080 Legislation  
085 Regulations and Remissions  
090 Tax Strategy — Appeals and  
Adjudications  
095 Excise Planning  
100 Excise Secretariat  
105 Performance Measurement Systems  
110 Collections (Regional)  
115 Duty (Regional)  
120 Tax Interpretations (Regional)  
125 Audit (Regional)  
130 Licensing (Regional)

### CUSTOMS PLANNING ELEMENT

(CPE)

#### FIELD OPERATIONS

135 Regional Field Operations  
140 Regional Drawbacks, Refunds  
and Remissions  
145 Regional Tariff Programs and  
Appraisal  
150 Audits and Investigations  
155 Customs Intelligence Data  
160 Resource Analysis, Planning and  
Administration  
165 Field Liaison

#### CUSTOMS PROGRAMS

170 Rulings and Appeals  
175 Made in Canada  
180 Rules of Origin  
185 Tariffs  
190 Remissions  
195 Drawbacks and Refunds  
200 Industrial Incentive Program Audit  
205 Tariff Relief  
210 Anti-Dumping Investigations  
215 Valuation Investigations  
220 Countervail  
225 Appeals  
230 Enforcement  
235 Central Index

(continued)

### CORPORATE ADMINISTRATION PLANNING ELEMENT

(CAE)

410 Planning Analysis  
415 Planning Co-ordination  
420 Tax and Non-Tax Revenue  
425 Analytical/Advisory Service  
430 Administration  
435 Audit and Evaluation  
440 Access, Privacy and Human Rights  
445 International Representation

## DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

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### CUSTOMS PROGRAMS (continued)

240 Policy and Systems  
245 Foreign Offices  
250 Seizure Adjudication  
255 Collections and Accounts  
260 Carrier Control  
265 Cargo Control  
270 Warehouse Control  
275 Duty-Free Shops Program  
280 Passenger Entry Processing and Tariff Programs  
285 Passenger Enforcement  
290 Air Passenger  
295 Postal Policies, Procedures and Automated Systems  
300 Enforcement Devices and Techniques  
305 Courier Systems and Procedures  
310 Mechanized Systems Development  
315 CEPACS Implementation  
320 Automated Systems — Testing  
325 Automated Systems — Development and Maintenance  
330 Entry and Amendment Systems  
335 Release Systems  
340 Operational Services  
345 General  
350 Alert System  
355 Conditional Release  
360 Data Capture  
365 Commercial Verification  
370 Commercial Enforcement  
375 Legislative Affairs  
380 Harmonized Commodity Description and Coding System  
390 Planning and Programming  
395 Monitoring, Control and Administrative Services  
400 Management Analysis and Review  
405 Management Systems Development

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
REVENUE CANADA  
(CUSTOMS AND EXCISE)  
7th FLOOR, CONNAUGHT  
BUILDING  
MACKENZIE AVENUE  
OTTAWA, ONTARIO  
K1A 0L5

## Background

The Customs and Excise division of the Department of National Revenue collects revenue on both imported and domestic goods and controls the movement of international travellers and product shipments of every description. Collections in 1984-85 amounted to approximately \$18 billion.

## Laws and Regulations

- Customs Act
- Customs Tariff Act
- Special Import Measures Act
- Excise Act
- Excise Tax Act
- Customs and Excise Offshore Application Act

## Overall Responsibilities

Customs is concerned primarily with the control of people and goods across Canada's international boundaries, which comprise not only 114 crossings on our 8,893-km frontier with the United States, but also 17 international airports and 176 other locations in Canada where Customs service is provided. The other main function of Customs is collecting revenue, mainly import duties and taxes, through the administration of the *Customs Act*, *Customs Tariff Act*, *Special Import Measures Act* and 61 other Acts of Parliament that touch on matters as varied as illicit narcotics and firearms, animal diseases, and fisheries protection.

Excise administers the *Excise Act* and *Excise Tax Act* and is primarily concerned with the licensing of manufacturers and wholesalers; collection of sales and excise taxes on domestic and imported goods; collection of taxes on energy products, mainly petroleum and natural gas, on behalf of the Department of Energy, Mines and Resources; regulatory control of breweries and distilleries; and collection of excise duties on spirits, beer and tobacco.

The Customs and Excise *Offshore Application Act* extends Customs and Excise jurisdiction beyond 12 nautical miles to the outer edge of the continental shelf or to 200 nautical miles, whichever is greater. Its impact is limited to the offshore, non-living, natural resource industries. All equipment, ships, drilling vessels, etc. operating in the defined area are now subject to Canadian Customs and Excise laws and regulations. Canadian manufacturers and suppliers to the offshore drilling rigs and related industries now have the same tariff and other protection as exists on the mainland.

## Key Contacts

- General Enquiries (613) 993-6220
- Media Relations (613) 993-6220
- Library and Reading Room (613) 995-0007
- Access to Information and Privacy Co-ordinator (613) 993-5102
- Legal Counsel (613) 996-9754

## General Information

Requests for news releases and general information on departmental policies, programs and activities, including publications (annual reports), should be directed to

Director  
Public Relations Branch  
Customs and Excise  
Ottawa, Ontario  
K1A 0L5  
Telephone: (613) 993-6220

## Information Services

Customs and Excise recognizes that Canadians can comply with the law only when they know what is expected of them. For this reason, the department provides information and assistance to Canadians in several ways. The most convenient point of contact is one of the approximately 600 Customs and/or Excise offices throughout Canada, from St. John's, Newfoundland, to Victoria, British Columbia, and from Tuktoyaktuk, Northwest Territories, our most northern office, to Pelee Island, Ontario, our most southern office location. Local, district and regional Customs and Excise offices provide assistance and answer questions relating to Customs and Excise matters, in person, by telephone and by correspondence.

## Major Publications

The following is a list of publications available free of charge from Customs and Excise offices or from our Public Relations Branch:

- Customs and Excise Organization Guide
- Did You Know That? — some statistics concerning Canada Customs
- Entering Canada to Study or to Work
- Exporting Goods to Canada by Mail
- For Exporters Mailing Goods to Canada
- I Declare — summarizes duty-free exemptions, customs reporting requirements and federal controls on certain goods
- Importing a Motor Vehicle into Canada
- Importing Goods into Canada?
- Thinking about Importing? What you should know
- Moving back to Canada
- Seasonal Residents
- Settling in Canada
- Value for Duty

## Films and Video Cassettes

The following film and video cassettes are available on loan from our Public Relations Branch:

- A Convention in Canada — initiatives to facilitate holding a convention in Canada (video cassette)
- Customs and You — the role of Canada Customs (available on 16-mm film; also available on video cassette for the hearing impaired)

## Other Publications

The quarterly newsletter: Excise News, provides up-to-date announcements about Excise policy and legislative changes, advertises other more specialized Excise publications available to the public, and lists all new Excise rulings. Copies of individual rulings are available on request from

Excise Technical Support  
National Revenue, Customs and Excise  
Ottawa, Ontario  
K1A 0L5

Excise rulings are also available directly by way of computer terminal from the RISE (Rulings Information System Excise) database, maintained by Quick/Law Systems Limited.

Those wishing to access RISE directly should contact Quick/Law Systems Limited to obtain an account number and access code. Their offices are located at the following addresses:



# DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

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## Head Office

797 Princess Street, 2nd Floor  
Kingston, Ontario  
K7L 1G1  
Telephone: (613) 549-4611

2021 Brunswick Street, Suite 430  
Halifax, Nova Scotia  
B3K 2Y5  
Telephone: (902) 429-3725

205 Tower B  
Place de Ville  
112 Kent Street  
Ottawa, Ontario  
K1P 5P2  
Telephone: (613) 238-3499

411 Richmond Street East, Suite 101  
Toronto, Ontario  
M5C 1E5  
Telephone: (416) 862-7656

2160 Bow Valley Square IV  
250 — 6th Avenue, South West  
Calgary, Alberta  
T2P 3H7  
Telephone: (403) 262-6505

9th Floor, The Marine Building  
355 Burrard Street  
Vancouver, British Columbia  
V6C 2G8  
Telephone: (604) 684-1462

## Access Procedures

All formal requests for access to information under the *Access to Information Act* should be made on the prescribed form and forwarded to

Co-ordinator, Access to Information and Privacy  
Revenue Canada, Customs and Excise  
7th Floor, Connaught Building  
Mackenzie Avenue  
Ottawa, Ontario  
K1A 0L5  
Telephone: (613) 993-5102

Access to information requests and general information enquiries may be directed to any of the regional co-ordinators.

The ‡ beside regional co-ordinators denotes the location of the regional public reading rooms. Enquiries concerning the information available in the reading rooms may be directed to any of the regional access co-ordinators.

## Regional Co-ordinators (Excise)

### Atlantic

Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
Suite 200, 6169 Quinpool Road  
P.O. Box 1658  
Halifax, Nova Scotia  
B3J 2Z8  
Telephone: (902) 426-8474 or 2121

### Québec

Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
7th Floor  
410 East, Charest Boulevard  
P.O. 2117  
Québec, Québec  
G1K 7M9  
Telephone: (418) 694-4614

### Montréal

Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
7th Floor, 400 Youville Square  
P.O. 6092, Station A  
Montréal, Québec  
H3C 3H3  
Telephone: (514) 283-8301

### Ottawa

Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
360 Coventry Road  
P.O. Box 8257  
Ottawa, Ontario  
K1G 3H7  
Telephone: (613) 993-0040

### Toronto

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
4th Floor  
25 St. Clair Avenue East  
P.O. Box 100, Station Q  
Toronto, Ontario  
M4T 2L7  
Telephone: (416) 362-8365

### London

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
3rd Floor, Dominion Public Building  
457 Richmond Street  
P.O. Box 5548  
London, Ontario  
N6A 4R3  
Telephone: (519) 679-4145

### Winnipeg

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
4th Floor, 391 York Avenue  
P.O. Box 1022  
Winnipeg, Manitoba  
R3C 2W2  
Telephone: (204) 949-5502

### Calgary

Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
Room 470, Harry Hays Building  
220-4th Avenue, S.E.  
Calgary, Alberta  
T2P 3B7  
Telephone: (403) 231-5684

# DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

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## Pacific

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
460 Nanaimo Street  
P.O. Box 69090, Station K  
Vancouver, British Columbia  
V5K 4X2  
Telephone: (604) 666-3119

## Regional Co-ordinators (Customs)

### Atlantic

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
Halifax South Postal Station  
6169 Quinpool Road  
P.O. Box 3080  
Halifax, Nova Scotia  
B3J 3G6  
Telephone: (902) 426-8594

### Québec

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
130 Dalhousie Street  
P.O. Box 2267  
Québec, Québec  
G1K 7P6  
Telephone: (418) 694-7229

### Montréal

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
6th Floor  
105 McGill Street  
Montréal, Québec  
H2Y 2E7  
Telephone: (514) 283-7721

### Ottawa

Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
360 Coventry Road  
P.O. Box 8257  
Ottawa, Ontario  
K1K 2C6  
Telephone: (613) 993-0040

### Toronto

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
9th Floor, Manulife Centre  
55 Bloor Street West  
P.O. Box 10, Station A  
Toronto, Ontario  
M5W 1A3  
Telephone: (416) 362-8190

### Hamilton

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
10 John Street South  
P.O. Box 989  
Hamilton, Ontario  
L8N 3V8  
Telephone: (416) 525-2815

## London

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
451 Talbot Street  
P.O. Box 5940, Terminal A  
London, Ontario  
N6A 4T9  
Telephone: (519) 679-4132

## Windsor

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
185 Ouelette Avenue  
Windsor, Ontario  
N9A 4H8  
Telephone: (519) 254-9202

## Winnipeg

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
Federal Building  
269 Main Street  
Winnipeg, Manitoba  
R3C 1B3  
Telephone: (204) 949-3772

## Saskatchewan

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
204 Towne Square  
1919 Rose Street  
Regina, Saskatchewan  
S4P 3P1  
Telephone: (306) 359-6498

## Alberta

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
Room 730, 220-4th Avenue, S.E.  
Box 2910, Station M  
Calgary, Alberta  
T2P 2M7  
Telephone: (403) 231-4615

## Pacific

‡ Regional Access Co-ordinator  
Revenue Canada, Customs and Excise  
1001 West Pender Street  
Vancouver, British Columbia  
V6E 2M8  
Telephone: (604) 666-0457

## Public Reading Rooms

In addition to the above, there are departmental reading rooms at the following locations. For further information, contact the managing officer.

Customs Excise Library  
2nd Floor, Connaught Building  
Mackenzie Avenue  
Ottawa, Ontario  
K1A 0L5

Provincial Manager  
Revenue Canada, Customs and Excise  
Sir Humphrey Gilbert Building  
165 Duckworth Street  
P.O. Box 6086  
St. John's, Newfoundland  
A1C 5X8

# DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

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Superintendent  
Revenue Canada, Customs and Excise  
Federal Building  
97 Queen Street  
P.O. Box 1266  
Charlottetown, Prince Edward Island  
C1A 7M8

Area Manager  
Revenue Canada, Customs and Excise  
189 Prince William Street  
St. John, New Brunswick  
E2L 4G3

Manager for Northern Alberta Operations  
Revenue Canada, Customs and Excise  
Room 312  
10709 Jasper Avenue  
Edmonton, Alberta  
T5J 3N3

Area Manager  
Revenue Canada, Customs and Excise  
Room 107, 816 Government Street  
Victoria, British Columbia  
V8W 1X1

## Program Overview

The general mandate of the Department is established by the *Department of National Revenue Act*, which sets out a single program concerned principally with commodity taxation. As such, it is managed as a single program for greater organizational and financial efficiency and effectiveness. The Department's program is separated into three planning elements — Excise, Customs and Corporate Administration.

The **Excise Planning Element** is made up of six planning sub-elements: tax information; revenue collections; verification and enforcement; excise duty; policy and systems; and program management and support.

The **Customs Planning Element** is made up of five planning sub-elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support.

The **Corporate Administration Planning Element** is comprised of activities related to corporate management, personnel administration, audit and evaluation, public relations, and the deputy minister's secretariat.

## EXCISE PLANNING ELEMENT

### Excise Branch

This branch is responsible for the licensing of firms required to pay sales and excise taxes, air transportation tax, natural gas and gas liquids tax, and telecommunications programming services tax and excise duties; the supervision and control of the manufacture of products subject to excise duties (e.g., beer, liquor, cigarettes) or where excisable goods are used in the manufacture of products (e.g., cosmetics); the determination of the classification and value of goods for establishing tax liability; the assessment and collection of sales and excise taxes, air transportation tax, natural gas and gas liquids tax, and telecommunications programming services tax and excise duties; the audit of books and records of firms licensed under the *Excise Act* and the *Excise Tax Act* and providing general direction to nine Regional Excise Offices.

### Excise Regional Operations

The nine regional Excise offices provide direct local contact for the public and the business communities with the Department; enforce legislation in the areas of assessment, collection, and refund of all excise and sales taxes and duties; provide interpretation of rulings; perform licensee identification and investigations; conduct audits; and collect all monies owing. A regional office comprises the following five sub-planning elements: tax information; revenue collections, verification and enforcement; excise duty; and program management and support.

### Tax Information Sub-Element

This sub-element reviews licence applications; conducts licence investigations; issues and cancels licences; establishes administrative procedures for new licensees; determines and disseminates to taxpayers the Department's interpretation related to the classification and value for tax of goods, either by responding to individual requests or through general information bulletins.

#### Manuals

- Tax Interpretations Procedures Manual

### Revenue Collections Sub-Element

This sub-element processes tax returns; receives, deposits and accounts for revenue; administers penalties for late payment; pursues delinquent taxpayers to obtain outstanding returns and/or payment; and deposits monies in a central government account.

#### Manuals

- Excise Collections Policy and Procedures Manual

### Verification and Enforcement Sub-Element

This sub-element conducts audits and verification activities to verify correct determination of taxes; verifies claims for refunds related to the *Excise Act* and the *Excise Tax Act*, including the Gasoline Excise Tax Refund Regulations; and requisitions refund cheques.

#### Manuals

- Audit Manual
- Excise Gasoline Tax Refunds Procedures Manual

### Excise Duty Sub-Element

This sub-element conducts audits and verification activities to verify correct determination of duties; and engages in monitoring and verification of operations in distilleries, breweries and tobacco manufacturers.

#### Manuals

- Excise Duty Policy and Procedures Manual

### Policy and Systems Sub-Element

This sub-element interprets applicable legislative provisions and develops programs, systems, and policies with respect to excise tax administration in general, and reviews and advises on issues related to litigation.

### Program Management and Support Sub-Element

This sub-element provides executive direction and general administrative support to the planning element.



## CUSTOMS PLANNING ELEMENT

Customs is primarily concerned with exercising control over the movement of people, goods and conveyances crossing Canada's border. It is made up of five planning sub-elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support.

The various sub-elements fall under the purview of either, or both, Field Operations Branch and Customs Programs Branch. Field Operations is responsible for two sub-elements: port operations and regional appraisals and adjustments. Customs Programs is also responsible for two sub-elements: interpretative policy determination and appeals, and for program development and systems maintenance. The fifth sub-element, program management support, is shared by both Field Operations and Customs Programs.

### Field Operations Branch

This branch is responsible for operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is divided into twelve regions, each with its own headquarters headed by a regional collector.

### Port Operations Sub-Element

The objective of this component is to administer all relevant legislative and administrative requirements related to the international movement of people, goods and conveyances at the point and time of entry or exit, including the classification of all goods; the assessment, collection and control of related customs duties, taxes and other levies; the application of relevant provisions of statutes and regulations on behalf of other departments and agencies and referral to them as appropriate; the collection of import, export and international movement data; and the prohibition of entry or exit as appropriate.

### Regional Appraisal and Adjustment Sub-Element

The objective of this component is to ensure, subsequent to preliminary appraisal of goods, that legislative and administrative requirements relevant to importations have been satisfied through reviews, rulings and appeals; to administer the tariff relief provisions of the Customs Tariff, Orders-in-Council and all relevant regulations; to investigate and, when warranted, recommend or undertake prosecution regarding cases of non-compliance with statutes and regulations administered by Customs.

### Customs Regional Operations

Through varying numbers of ports, outposts, reporting stations and enforcement officers, the regions implement the various programs developed to control international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of customs services. Regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, London, Windsor, Winnipeg, Regina, Calgary and Vancouver.

### Customs Headquarters Operations

This component of the Field Operations Branch is located in Ottawa and is responsible for providing co-ordination and liaison between the Customs Programs and Field Operations branches; providing advice to the Assistant Deputy Minister, Field Operations, on the use of field resources, and assessing the impact of new programs on these resources; co-ordinating the specialized intelligence and investigation

activities to ensure compliance with Customs and Excise and related laws, governing the international movement of people, goods and conveyances.

### Investigations Division

The Investigations Division is responsible for the direction of a program of audits and investigations of importer and transportation company activities for compliance, in order to ensure conformity with or to discover violations or fraudulent activities against the laws, acts or regulations administered or enforced by Customs and Excise in respect of goods imported into, or exported from Canada; the provision of the investigative capability to act upon information, regarding alleged or known infractions, obtained from various operational sources.

### Program Management and Support Sub-Element

The objective of this component is to provide management direction, planning co-ordination and central administrative services to all of the components of the Customs Planning Element. This planning element is a responsibility of both Field Operations Headquarters and Customs Programs.

### Inspection and Interdiction Division

The Inspection and Interdiction Division provides a support service to the Assistant Deputy Minister, Field Operations, regional line management, and Customs officers by directing the operation of the integrated intelligence system for Customs. This is accomplished through co-operation with Customs agencies of foreign countries and other international organizations and with domestic law enforcement agencies at the federal, provincial and municipal level. This information is supportive of the department's ability to isolate patterns and trends on known or suspected Customs violations and violators. This information is primarily used to notify Customs Offices of those likely to circumvent the Acts and regulations the department administers. It includes information on individuals and companies who are suspected of or who have committed previous infractions, and general information profiling high-risk commodities and methods of operation.

### Manuals

- Intelligence Officers' Manual
- Intelligence Officers' Training Manual (Basic Course)
- Automated Intelligence Customs Service — Reference Manual

### Operational Support Division

The Operational Support Division is responsible for the analysis and evaluation of the efficiency, effectiveness and responsiveness of field resource utilization; developing and managing a comprehensive information system on all aspects of the execution of the programs of Customs; administration of the Customs Uniform and Capital Construction Programs; interpretation of overdue accounts-receivable policy and controlling its application at the regional level; and provision of planning and resource analysis for the Field Operations Branch and administrative services for its headquarters component.

### Field Liaison Division

The Field Liaison Division is responsible for the provision of support services to the Assistant Deputy Minister, Field Operations, and to regional line management in order to promote consistency of operational activities in the field, to provide for field input into policy and procedural development, and to serve as a catalyst for resolution of operational problems. Consults with all other branches to resolve

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operational problems and provides assistance in implementing new programs, reviewing audit observations, and monitoring field activities.

### Customs Programs Branch

Customs Programs is responsible for maintaining and controlling administrative programs and operational systems pertaining to the international movement of people, goods and conveyances; and enforcing the regulations of other departments and agencies as they pertain to such movement. It is divided into six major divisions: Tariff Programs, Assessment Programs, Adjudications, Operational Policy and Systems Development, Program Development, and Management Systems and Services.

### Tariff Programs Division

This division is responsible for the development of national policies, systems and procedures concerning tariff classification, tariff status and tariff relief. This includes administrative policy, systems and procedures on the tariff itself, individual tariff items (except returning Canadians and settlers), the Made-in-Canada system, the end-use system, prohibited importations (except firearms), the refunds system, drawbacks and remissions. Legislation administered includes the Customs tariff (except the provision for subsidized goods and surtax) and Schedules A, B and C thereto, the appeal provisions of the *Customs Act*, other provisions of the *Customs Act* relating to drawbacks, and many standing and special Orders-in-Council relating to the remission of duty or exemption from prohibition on imported goods, particularly, the Machinery Remission program, the Auto-Pact, Temporary Entry, Inward Processing, Canadian Goods Abroad Remission Order, Articles for Special Use Remission Order, Obsolete or Surplus Goods Remission Order, Goods Not as Ordered Remission Order.

The division is also responsible for administrative policy, systems and procedures in respect of the appeal provisions in the *Customs Act* and for the processing and settlement of appeals in respect to tariff classification, tariff status and tariff relief matters.

It is divided into five directorates: Tariff Policy and Systems Development; Primary Industries, Industrial and Consumer Goods, Machinery and Transportation; and Prohibited Importations and Administrative Services.

#### Manuals

- Departmental Consolidation of the Customs Tariff
- Drawback Officers Manual
- Refunds Manual

### Tariff Policy and Systems Development Directorate

This directorate is responsible for the development of national administrative policies and systems concerning tariff classification, tariff status, drawbacks, refunds and remissions issues. The directorate consists of a Policy Review and Systems Unit with policy specialists in the primary functions of tariff classification, tariff status and appeals, and drawbacks, refunds and remissions. The directorate is responsible for staffing the position of Secretary to the Interdepartmental Remission Committee and providing representation on this committee for the Department of National Revenue. Examples of major activities with national implications carried out in this directorate include performing an independent policy review function when departmental decisions or tariff policy is challenged; co-ordinating divisional input and representation at interdepartmental or international forums; developing policies, systems and procedures to ensure effective application of end-use tariffs and developing complex or major policies which cross industry-sector boundaries; liaising with and co-ordinating reports, returns,

documents, etc. for all inter- and intra-departmental contacts, e.g., Department of Finance; External Affairs; Department of Regional Industrial Expansion; Assessment Programs; Audit and Evaluation; and Excise, to ensure that Customs and Excise concerns are taken into account when other legislation is being developed.

### Primary Industries, Industrial and Consumer Goods, and Machinery and Transportation Directorates

These directorates are known collectively as the Industry Group and are responsible for: the development and implementation of administrative policies, programs and guidelines in respect of tariff classification and tariff relief matters; the functional guidance of Customs personnel in the field; and developing and maintaining contact with and providing protection, assistance and advice to the Canadian business community.

In addition, the directorates are responsible for verifying and ensuring compliance with the policies of the Tariff Programs Division. This involves the monitoring of tariff program activities in the field, the processing in headquarters of formal and informal appeals of decisions, policies and rulings, and the conduct of cases appealed to the Tariff Board or the Federal or Supreme Court.

**Primary Industries** is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning animal and vegetable products; chemicals, plastics and allied products; and wood and paper products imported for production by Canadian industry.

**Industrial and Consumer Goods** is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; and specialty products imported for production by Canadian industry.

**Machinery and Transportation** is responsible for developing policies, programs, guidelines and directives on tariff classification and tariff relief issues concerning imported machinery and electrical products, motor and other vehicles, and ships and aircraft products for Canadian industry. In addition, the directorate provides technical expertise on administrative matters pertaining to the Machinery and Equipment Advisory Board and various industrial incentive programs (remissions).

### Prohibited Importations and Administrative Services Directorate

This directorate consists of three main sub-units: Administrative Support; Technical Reference Systems; and Prohibited Importations.

**Administrative Support** is responsible for all administrative support activities, such as co-ordinating and assembling divisional plans, budgets, staffing, accommodation, reception, maintenance of directives, tariff management information systems, tariff research, documentation, verification of debts to the Crown, authorization of set-off requests for drawbacks, refunds, and the co-ordination of quality control support measures (monitoring).

**Technical Reference Systems** is responsible for the provision and maintenance of technical indices related to tariff classification and tariff relief matters (e.g., tariff classification, prohibited goods, consumable goods rulings indices). Files are arranged by commodity and exporter.

**Prohibited Importations** is responsible for the headquarters administration of Schedule C of the Customs Tariff as it relates to importations of prohibited goods of a treasonable, seditious, or that are deemed "obscene" under subsection 281.3(8) of the Criminal



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Code. The unit is concerned with rulings, appeals to the deputy minister, and ministerial correspondence.

## Assessment Programs Division

This division is responsible for the administration of the Department's anti-dumping, countervail and surtax programs as well as the administration of the valuation provisions of the *Customs Act* at headquarters. This concurrent administration largely involves the conduct of investigations relating to imported goods, the assessment of applicable duties and the processing of statutory appeals from decisions relating to such duties. The division is comprised of three major areas: Analysis and Investigations, Enforcement and Appeals, and Program Administration.

## Analysis and Investigation Directorates

There are four analysis and investigation directorates each, in turn, possessing three discrete operational "units". Defined on a commodity basis, these directorates are responsible for all facets of anti-dumping and countervail investigations into allegations pertaining to dumped or subsidized imports, the conduct of value for duty investigations and the conduct of studies relating to specific industry sectors sensitive to import competition.

### Manuals

- Assessment Programs Manual, Part IV
- Valuation Procedures Manual

## Enforcement and Appeals Directorate

This directorate is responsible for the enforcement of anti-dumping and countervail rulings subsequent to an injury finding by the Canadian Import Tribunal, as well as the enforcement of countervail and surtax Orders-in-Council. The directorate is similarly charged with the enforcement of program rulings respecting value for duty. The disposition of appeals against valuation, anti-dumping and countervail rulings is also administered by this area.

## Program Administration Directorate

This directorate is responsible for developing and maintaining programs, systems, policies and procedures pertaining to all legislation for all divisional anti-dumping, countervail and surtax, and valuation matters. It is also responsible for administrative matters, such as staffing for the division as a whole, and the co-ordination of overseas foreign office operations.

## Adjudications Division

This division is responsible for ensuring that the forfeiture provisions of the *Customs Act* are applied in a uniform and equitable manner across Canada; that the public is afforded a high degree of protection from unnecessary seizure action; that a claimant is given the opportunity to make representations pursuant to Section 161 of the *Customs Act*; to ensure that decisions rendered under Section 163 of the *Customs Act* are in accordance with law, equity and jurisprudence and are defensible before the Federal Court. The division is responsible for initiating collection of unpaid assessments when a debt has been established in the Federal Court.

## Operational Policy and Systems Development

This division is responsible for the development of departmental policies, priorities, systems and procedures respecting declarations, claims, licensing, intelligence, border patrol, bonded warehouse and carrier inspections, goods examination, secondary examination of

travellers, audits, investigations, seizure adjudications and assessment appeals. Functional direction is provided to the public and to field personnel on related legislative and administrative requirements. This division is also responsible for the design, development, support during implementation, and on-going maintenance and control of major Customs automated systems, as well as the licensing of Customs House brokers, bonded carriers, post audit carriers and sufferance warehouses. It is divided into seven major directorates: Commercial Traffic Control, Passenger Programs, Postal and Courier Programs, Automated Systems Development, Maintenance and Control, New Customs System Task Force, Commercial Entry Systems, and Commercial Verification and Enforcement.

## Commercial Traffic Control Directorate

This directorate is responsible for controlling the movement of goods and vehicles entering, exiting and transiting Canada, until the requirements of the various departmental programs have been met and the goods and vehicles have been properly acquitted for Customs purposes.

## Passenger Programs Directorate

This directorate is responsible for the development of policy, systems and procedures relating to the clearance and processing of travellers entering Canada by all modes of transportation, and the functional direction of all Customs inspectors at all ports of entry with respect to procedures, enforcement techniques and training.

### Manuals

- Customs Seizure Enforcement Manual

## Postal and Courier Programs Directorate

This directorate is responsible for the control of mechanical, non-mechanical, automated and non-automated Customs, postal and courier operations in areas such as the report, control, examination, enforcement, documentation and release of all postal and courier shipments. The directorate also ensures all corporate-level liaison with Canada Post Corporation.

## Automated Systems Development, Maintenance and Control Directorate

This directorate is responsible for the maintenance and control of Customs automated systems in the commercial, passenger and postal streams, for the enhancement of these systems and for the development and implementation of selected new automated systems. This responsibility includes controlling, planning, testing, approving and scheduling all changes to existing automated systems; updating system files and documentation; resolving system problems and providing liaison between computer specialists and user personnel. The directorate is also responsible for annually preparing the Customs Automation Strategy which is an overall plan for Customs automated development.

## New Customs Commercial System Task Force

The task force is responsible for the development and implementation of the New Customs Commercial System (NCCS), which will facilitate compliance with departmentally administered legislation. NCCS will improve service to the importing community by permitting the release of goods on minimum documentation; transmission of cargo, release and entry data from importers, brokers, and carriers direct to Customs; and the presentation of entries and payment of duties and taxes on a periodic basis. NCCS will also enable the Department to more effectively detect members of the



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importing community who are not complying with legislation through the utilization of audit and computer-supported techniques such as micrographic document storage and retrieval.

### Commercial Entry Systems Directorate

This directorate is responsible for policies and procedures relating to the entry and release of commercial goods into Canada, the export of commercial goods from Canada, and the licensing of Customs brokers and application of special service charges and hours of service at Customs ports; and providing interpretation and clarification on policies, guidelines, instructions and procedures to the business community.

### Commercial Verification and Enforcement Directorate

This directorate is responsible for the development, implementation and maintenance of policies and procedures for all verification and enforcement activities relative to commercial importations and exportations, including activities under Customs legislation as well as the Acts of other departments and agencies for which Customs has been given administrative responsibility.

### Legislative Affairs Division

This division is responsible for the maintenance of Customs legislative base and legislative projects arising from Canada's participation in the world trading community.

### Management Systems and Services Division

The division is responsible for branch planning, programming, co-ordination and management systems development.

## CORPORATE ADMINISTRATION PLANNING ELEMENT

This element provides overall management direction, planning co-ordination and central administrative support services to other departmental activities, by conducting research, analysis, evaluations and audits, and by supplying such services as finance, administration, personnel and planning co-ordination and control. This element consists of Corporate Management, Personnel Administration, Audit and Evaluation, Public Relations and the Departmental and International Affairs Division.

### Corporate Management Branch

The assistant deputy minister, Corporate Management Branch, is the departmental comptroller for Customs and Excise. The integration of operational planning and control, with financial planning and control, provides a single focus and authority for the management control and management support processes. It also provides a cohesive approach to the management of departmental affairs, a single point of direction and authority for the establishment of corporate plans, and a focal point for the determination of priorities and resource allocations. It is responsible for the executive direction in the following areas: financial administration, planning, performance measurement, information management, management consulting, performance/operational analysis, contracting, all aspects of electronic data processing, laboratory and scientific research and analysis, and all aspects of general administration.

### Systems Planning and Development Directorate

The directorate functions as an integral part of the Customs and Excise Department. It assists the Department with its mandate of assessment, collection and control of duties and taxes on imported and domestically produced goods, and by exercising control over the international movement of persons and goods. Its specific mandate is to prepare policy guidelines, strategic plans and operational plans for the provision of automated systems for the department. The directorate operates its own computer centre, consisting of three large-scale systems with five front-end computers, all of which are linked to some 400 terminals in more than 30 locations across Canada. A fourth mainframe is used primarily as a bridge from existing facilities to a more modern technological base as well as providing a facility for approved systems development.

In addition, the directorate provides a department-wide general consulting service and supports departmental users of micro-computers through the services of a central information centre.

#### Manuals

- Automation Strategy Review
- Configuration Control Manual

### Corporate Planning Directorate

The directorate has full responsibility for the co-ordination and development of the departmental strategic, operational and budget year plans as well as for the development and implementation of related policies, systems and guidelines. It is responsible for the provision of functional direction to other organizational units of the Department in the production of their input to corporate plans. It is responsible for assessing performance against plans and for reporting performance results to management.

#### Manuals

- Multi-Year Operational Planning Guide
- Project Management Policy and Procedures
- Planning in Customs and Excise
- Statement of Operating Principles

### Finance Directorate

The directorate is responsible for developing and implementing departmental policies and procedures and for developing policy and guidelines concerning revenues, accounts receivable and deletion of debts; for directing the operation and control of budgeting, accounting, and financial reporting operations; for developing, publishing and maintaining the departmental financial management manual; for monitoring the effectiveness of financial operations; and for reporting in public accounts.

#### Manuals

- Departmental Financial Management Manual

### Laboratory and Scientific Services Directorate

The directorate is responsible for the provision, on a Department-wide basis, of analytical and scientific advisory services with respect to imported industrial products, domestic goods subject to excise duties, and technical terminology of legislation and international trade nomenclature systems; research and development into new scientific equipment, methodology and contraband detection systems; and functional direction, advice and support services in the areas of the Departmental Metric Conversion Program and the acquisition of laboratory and scientific services.

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## Manuals

- Canadian System of Alcoholometry and Tables

## Administration Directorate

The directorate is responsible for the planning, managing and controlling of administrative programs such as the procuring of goods and services; materiel; the departmental portfolio of operational records of the Department; as well as the departmental directives, forms, security, emergency planning and library services.

### Manuals

- Departmental Administration Management Manual

## Personnel Administration Branch

### Director General

The Director General is responsible for providing management direction to all the components of the Personnel Administration sub-elements.

### Staffing Directorate

The directorate is responsible for providing all levels of management with staffing service and functional advice on all aspects of the staffing function, so as to ensure that highly competent employees are selected and recruited effectively and efficiently. It is also responsible for monitoring the administration of staffing delegation throughout the department so as to ensure that operational needs are met and that the integrity of the *Public Service Employment Act*, Central Agency requirements, and departmental policies and priorities are respected.

## Planning and Program Development Directorate

The directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning human resources planning, equal opportunity/affirmative action programs to encourage active management commitment to and support of objectives geared to increase the participation and representation of special interest groups; and a personnel data system. It co-ordinates the application of departmental management systems within the Personnel Administration Branch (such as planning, performance measurement and financial systems). The directorate provides national co-ordination and headquarters service for the Employee Assistance Program.

## Employee Relations Directorate

The directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning the application and interpretation of collective agreements, the principles and procedures for handling grievances, the union-management meeting process and the areas of discipline, managerial and confidential exclusions, designation, health and safety, and pay and benefits. It provides pay and benefits service to headquarters' employees. It also administers long service, incentive awards, and the communications programs.

## Customs and Excise College

The Customs and Excise College provides both centralized and decentralized training and development for departmental human resources in response to training needs identified in the Departmental Training Plan.

## Official Languages Directorate

The directorate provides management and employees with functional direction and guidance to enable them to carry out their official language responsibilities and to facilitate the achievement of both government and departmental objectives for the attainment of a significant degree of institutional bilingualism in three areas — service to the public, language of work, and full participation — while maintaining compliance with central agencies' requirements.

## Organization and Classification Directorate

The directorate is responsible for providing management at all levels directly, or through functional direction of regional specialists, with classification services for those groups and levels delegated to the Department, and advice to management and liaison with the central agency in respect to those groups and levels not delegated to the Department. It provides a direct classification service, for senior regional positions and all positions in those regions lacking an accredited officer, to classify and review all national jobs (approximately one-half of the Department's positions). It also provides management at all levels with an organization design consulting service, advice and assistance in the preparation of all organization change submissions, and advice to senior management on the appropriateness of proposed organization changes, to ensure sound organization structuring and effective monitoring of same while respecting the departmental organization philosophy and organization policies, principles and practices.

### Manuals

- The Departmental Personnel Manual

## Audit and Evaluation Branch

The branch is responsible for conducting periodic, independent and objective audits and evaluations for the Deputy Minister on all aspects of departmental endeavour, and for making recommendations to management on the activities reviewed. Program Evaluation assesses program components to determine the adequacy of their objectives and design, and their results, both intended and unintended. Audit assesses the efficiency, economy and effectiveness of internal management policies, practices and controls.

The branch has four operational audit divisions executing comprehensive audits, and a program evaluation division executing evaluations. In addition, a fifth division is engaged in research and development to improve audit techniques and provide branch administrative services.

### Manuals

- Internal Auditor's Manual
- Program Evaluator's Manual

## Public Relations Branch

The branch is responsible for the development of a public relations strategy and for the provision of services to managers and staff in such matters as communicating with the public, media relations, and production for print, displays, exhibits, film, radio, television and advertising.

The branch also provides directly to the public, information that will foster compliance with the laws and regulations administered by the Customs and Excise component of the Department.

## Departmental and International Affairs Division

The division operates in direct support of the Minister and deputy minister, and uses its co-ordinating abilities to help provide more efficient management of the Department's internal and international



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affairs, and to facilitate communications with the public, Members of Parliament, parliamentary committees and other government agencies.

## Secretariat

Some of the major duties of the secretariat include administration of the *Access to Information Act*, *Privacy Act* and *Canadian Human Rights Act*; preparation of briefs for the Minister; control, review and analysis of cabinet documents, Orders-in-Council, Treasury Board submissions; preparation of replies to parliamentary questions and motions; control and monitoring of ministerial and deputy ministerial correspondence; assurance of an accurate flow of timely information to the Minister on public issues; preparation of the annual review and other papers, an example during 1984-85 being a Customs Excise document for inclusion in the regulatory agendas published by the *Canada Gazette*. The agendas provide the public with early notice of proposed or contemplated changes in legislation and regulations.

## International Affairs Directorate

The directorate acts as liaison between the Department and international organizations specializing in comparative studies of administrative and technical questions related to Customs; co-ordinates the Department's participation at the international organizations; co-ordinates the bilateral Customs agreements between the different countries, and administers the Department's visits and external contacts policies.

## Manuals

- External Contacts Policy

## Classes of Records

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RCC/EPE-005 *Formerly Identified as:* RCCE-540

### Interpretation Casework

*Description:* Information and research on complex tax rulings, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means motions. *Topics:* General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, energy conservation equipment, foodstuffs, fuel, electricity. *Storage Media:* Index to tax rulings and Ruling Information System (RISE). *Retrievability:* Filed by subject number.

RCC/EPE-010 *Formerly Identified as:* RCCE-550

### National Uniformity

*Description:* Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling Card Index — developed from worksheets and copies of rulings from field offices; Import Entry Monitoring Monthly Report — results of tax interpretation monitoring of import entries. Rulings issued from field monitored by quality control. *Retrievability:* Cards and copies of rulings filed by commodity code.

RCC/EPE-015 *Formerly Identified as:* RCCE-560

### Fair Price and Values Surveys

*Description:* Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. *Retrievability:* Filed by subject number and company name.

RCC/EPE-020 *Formerly Identified as:* RCCE-570

### Field Development

*Description:* Information on branch training initiatives and programs relative to tax interpretations, for both tax interpretations officers and auditors in the field and at headquarters. *Topics:* Work standards; casework procedures; licence investigation procedures; classification factors. *Retrievability:* Filed by subject.

RCC/EPE-025 *Formerly Identified as:* RCCE-580

### Licensing

*Description:* Information on taxpayers under the *Excise Tax Act* and the *Excise Act* from data received from the Excise regional offices. *Topics:* Licensee accounts from the regions: new accounts, changes, transfers, cancellations, reversals. *Storage Medium:* All data received are inputted into the Excise Licensee Information System (ELIS). *Retrievability:* Recoverable from weekly production reports.

RCC/EPE-030 *Formerly Identified as:* RCCE-710

### Information Preparation

*Description:* Information on the taxable status of goods, persons, institutions and others; and general enquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:* Taxable status of construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership arrangements. *Retrievability:* Cases filed by product, province and name.

RCC/EPE-035 *Formerly Identified as:* RCCE-720

### Rulings

*Description:* Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings — precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, conservation equipment, containers and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (Automated Ruling Information System (RISE) and card file); automated index to the Excise Tax Information System (ETIS); background research from regions (work-sheets).

RCC/EPE-040 *Formerly Identified as:* RCCE-600

### Excise Collections

*Description:* Information on developing policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures, accounting periods, and statistical information for inclusion in annual reports. *Topics:* Policy and procedures — legal; accounts; quality assurance; uncollectables; outstanding arrears; failure to file. *Retrievability:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate field office by company.

RCC/EPE-045 *Formerly Identified as:* RCCE-590

### Excise Audit

*Description:* Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the regions; commodity coding; refunds; Automated Responsive Audit Service Program; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. *Storage Media:* Automated Responsive Audit Service Program; Annual Information Report System. *Retrievability:* Filed by subject number. Information retained on computer tapes and disks by name.



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RCC/EPE-050 *Formerly Identified as:* RCDA-630

### **Refund Claims — Excise Gasoline Tax**

*Description:* Information on the processing of and tracing of applications and cheques for refund of the Excise Tax on gasoline: data and statistical collection. *Topics:* Reviewing of refund applications: automated data on claimant history and status of claims and cheque issuance; Gasoline Excise Tax System, (claimant identification microfiche system); Gasoline Rejected Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-055 *Formerly Identified as:* NO REFERENCE

### **Rebate Claims — Fuel Tax Rebate (New)**

*Description:* Information on the processing of and tracing of applications and cheques for rebate of the fuel tax on gasoline or diesel fuel: data and statistical collection. *Topics:* Reviewing of rebate applications: automated data on claimant history and status of claims and cheque issuance; Fuel Tax System (claimant identification microfiche system); Fuel Tax Rejected Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-060 *Formerly Identified as:* NO REFERENCE

### **Sales Tax Bulk Permits — Fuel Tax Rebate (New)**

*Description:* Information on the processing and tracing of applications for sales tax bulk permits for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of permit applications: automated data on status of application and permit number when issued. (Sales tax bulk permit claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-065 *Formerly Identified as:* NO REFERENCE

### **Registered Vendors' Certificates — Fuel Tax Rebate (New)**

*Description:* Information on the processing and tracing of applications for registered vendors' certificates for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of rebate applications for registered vendors' certificates: automated data on status of application and certificate number when issued. (Registered Vendor's Certificate claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-070 *Formerly Identified as:* RCCE-880

### **Investigations — Special Bureau**

*Description:* Information on investigations into cases of taxpayer fraud or evasion. *Topics:* Schedules of audits, narrative reports on investigation cases, prosecutions and proceedings. *Retrievability:* Cases are filed numerically and cross-indexed by name of company.

RCC/EPE-075 *Formerly Identified as:* RCCE-610

### **Excise Duty**

*Description:* Information on the monitoring of licensees liable for excise duties under the *Excise Act*; the application of excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty — general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis;

special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Retrievability:* Case files for breweries, distilleries and wineries, filed alphabetically by company.

RCC/EPE-080 *Formerly Identified as:* RCCE-680

### **Legislation**

*Description:* Information on aspects of existing or proposed legislation under study. *Topics:* Research on air transportation tax; marginal manufacturing; natural gas and gas liquids tax. *Retrievability:* Filed by subject.

RCC/EPE-085 *Formerly Identified as:* RCCE-690

### **Regulations and Remissions**

*Description:* Information on the development and amendment of Excise Regulations under the *Excise Tax Act* and *Excise Act* and recommendations on requests for remission of sales and Excise tax and duty. *Topics:* Regulations on construction materials; clothing and footwear exemptions; energy conservation equipment; Gasoline Excise Tax Refund; small manufacturers or producers Production Equipment Exemption, remissions — damaged goods remission order, coffin or casket remission order, automobile components remission order. *Retrievability:* Filed by subject number.

RCC/EPE-090 *Formerly Identified as:* RCCE-700

### **Tax Strategy — Appeals and Adjudications**

*Description:* Information on the preparation of the departmental position in Tariff Board appeals and court cases. *Topics:* Correspondence that prompted an appeal; departmental position reports; Tariff Board appeals; Federal Court cases; and research studies. *Retrievability:* Filed by subject and appeal number.

RCC/EPE-095 *Formerly Identified as:* RCCE-890

### **Excise Planning**

*Description:* Information on branch workplan development, workforce planning submissions to personnel and other branch planning projects. *Topics:* Multi-year operational plan; branch operational plan; branch program plan (Strategic Planning Submission); branch equal opportunity for women plan; and resource analysis and review.

RCC/EPE-100 *Formerly Identified as:* RCCE-900

### **Excise Secretariat**

*Description:* Up-to-date reports of daily and monthly revenues collected for the branch. *Topics:* Gross and net receivables from collections, reported on the Analysis of Accounts Receivable Form and on the Revenue Statistics and Supplementary Information Form; daily revenue collections by revenue code, reported monthly by regions, on the Domestic Excise Collection Form; excise duty report from each distillery or brewery submitted monthly by each region on a monthly Excise Duty Form; and Diplomatic Returns, a quarterly report filed on the Excise Duty Entry Form.

RCC/EPE-105 *Formerly Identified as:* RCCE-910

### **Performance Measurement Systems**

*Description:* Information on performance measurement for each region; national reporting; chief activity report to the assistant deputy minister. *Topics:* Chief activity report to the assistant deputy minister; Excise Branch report, national summary of Performance Measurement System and general correspondence on Performance Measurement System; assistant deputy minister's briefing book studies.

RCC/EPE-110 *Formerly Identified as:* RCCE-490

### **Collections (Regional)**

*Description:* Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics:* Tax rulings; collections made; applications for licence;

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internal instructions; account numbers; requisitions for cheques on notice to delinquents on arrears of taxes; debits and credits by taxpayer name; statistical files — outstanding arrears; fiscal year reports; summary of trial balances; permanent file of uncollectables; federal sales and Excise tax returns (completed). *Retrievability:* Cases filed by licensee company name; ledger cards on debits and credits filed by taxpayer name.

### RCC/EPE-115 *Formerly Identified as:* RCCE-500 **Duty (Regional)**

*Description:* Information on monitoring and auditing of licensees liable for excise duties under the *Excise Act* including licensee information, implementation of departmental operating procedures and directives under topics such as breweries, wineries, bonded warehouses, distilleries, and tobacco. *Topics:* Tax rulings; licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturer; annual inventory of chemical stills; general correspondence. *Retrievability:* Filed by licensee company name.

### RCC/EPE-120 *Formerly Identified as:* RCCE-510 **Tax Interpretations (Regional)**

*Description:* Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Retrievability:* Filed by licensee company name.

### RCC/EPE-125 *Formerly Identified as:* RCCE-520 **Audit (Regional)**

*Description:* Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. *Retrievability:* Cases filed by licensee company name.

### RCC/EPE-130 *Formerly Identified as:* RCCE-530 **Licensing (Regional)**

*Description:* Information on the licensing of taxpayers under the *Excise Tax Act* and *Excise Act*. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. *Retrievability:* Filed by company on computer tape.

### RCC/CPE-135 *Formerly Identified as:* RCCE-440 **Regional Field Operations**

*Description:* Information on the application of the programs, developed by the Operational Policy and Systems Development Division, that pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outports. *Topics:* Transportation documents on all modes of bonded carriers — their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables — records of individuals, firms; Carrier Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties — export permits; and commodity code rulings complaints. *Retrievability:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs House Brokers are filed alphabetically by name and cross-referenced by an assigned control number. *Special Access Note:* The written part of the Customs House Brokers examination is sent to headquarters for marking and retention. A more complete file on each warehouse is retained in each region.

### RCC/CPE-140 *Formerly Identified as:* RCCE-430 **Regional Drawbacks, Refunds and Remissions**

*Description:* Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remission process, in accordance with the programs developed by the Tariff Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish eligibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption. *Retrievability:* Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office.

### RCC/CPE-145 *Formerly Identified as:* RCCE-420 **Regional Tariff Programs and Appraisal**

*Description:* Information on the actual application of the various programs under the Tariff Programs and Assessment Programs directorates in areas such as tariff classification, Made-in-Canada status, value for duty, anti-dumping provisions, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made-in-Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been collected. *Retrievability:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office.

### RCC/CPE-150 *Formerly Identified as:* RCCE-460 **Audits and Investigations**

*Description:* Information on audits and investigations into possible, alleged or known infractions against the *Customs Act* and other related Acts. *Topics:* Schedule of audits; narrative reports on investigation cases; co-operation and liaison with foreign customs agencies; enforcement; informants; infractions and penalties; prosecutions and proceedings; sales and Excise tax; seizures; tariff; vehicles, permits; assaults; and statistics. *Retrievability:* Investigation case files are filed numerically and cross-indexed by name of individual or company.

### RCC/CPE-155 *Formerly Identified as:* RCCE-450 **Customs Intelligence Data**

*Description:* Information on establishing information exchange contacts and collating, analyzing and disseminating information on potential risk situations, modus operandi and other information on actual and potential violations. *Topics:* Criminal history (offence-related data); profiles of individuals, companies, and organizations considered to be high-risk possibilities; information on persons and companies, suspected of or known to have committed infractions; commodity information; commodities likely to be smuggled; modus operandi; methods of concealment, etc.; demographic considerations. *Storage Medium:* Automated Intelligence Customs Service (AICS) system. *Retrievability:* Investigation case files are filed alphabetically by name of individual, company or organization; vehicle, vessel, aircraft data is filed alphabetically and by licence number; other data, such as commodity and type of offence, are filed alphabetically.

### RCC/CPE-160 *Formerly Identified as:* RCCE-480 **Resource Analysis, Planning and Administration**

*Description:* Information on the management of field resources, branch planning and administrative functions. *Topics:* Personnel; finance; accommodations; branch planning activities.



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RCC/CPE-165 *Formerly Identified as:* RCCE-470

### Field Liaison

*Description:* Information on appraising and measuring the effectiveness of regional operations; monitoring the operations of international airports and ports, including those in the Arctic and Northwest Territories; controlling the quality and effectiveness of systems, such as automotive release and entry and postal operations; monitoring field activities and identifying and recommending solutions to problems of enforcement and effectiveness; and investigating and answering complaints from the general public.

*Topics:* Field liaison — general; automation; Automotive Release and Entry System; bonds and bonding; co-operation and liaison with other federal departments; enforcement; international traffic; passenger traffic; legal procedures; monitoring; operations and procedures; projects; quality assurance; Special Events Canada; special assessments; tariff classification; valuations; training; operational complaints. *Retrievability:* Files are maintained by case (alphabetically) by name of airport, region and detector dog program.

RCC/CPE-170 *Formerly Identified as:* RCCE-180

### Rulings and Appeals

*Description:* Information on the determination of tariff classification and the investigation of appeals under various major industry fields such as animal and vegetable products; chemicals, plastics and allied products; wood and paper products; mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; specialty products; machinery and electrical products, motor and other vehicles, ships and aircraft products. *Topics:* Correspondence used in determining and issuing rulings on classification or tariff relief matters; appeal documents; entries; Tariff Board cases; court cases; Deputy Minister's decisions. *Retrievability:* Files are arranged by tariff item number.

RCC/CPE-175 *Formerly Identified as:* RCCE-190

### Made-in-Canada

*Description:* Information on tariff surveys and studies respecting Made-in-Canada legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. *Topics:* Made-in-Canada inquiries; reports; studies on the status of imported goods under the major industrial headings (machinery, textiles, metals).

RCC/CPE-180 *Formerly Identified as:* RCCE-200

### Rules of Origin

*Description:* Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements. *Topics:* Enquiries; reports; requests for information; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. *Retrievability:* Files are arranged by subject and country.

RCC/CPE-185 *Formerly Identified as:* RCCE-210

### Tariffs

*Description:* Information on the overall functions and programs that concern the whole division. *Topics:* Machinery remission orders; Auto Pact; temporary tariff items; prohibited goods and privileges; Customs and Excise laboratory reports. *Retrievability:* Files are arranged by tariff item and commodity.

RCC/CPE-190 *Formerly Identified as:* RCCE-220

### Remissions

*Description:* Information on the eligibility of companies for types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, and applications to the Interdepartmental Remission Committee. *Topics:* Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions.

*Retrievability:* Cases are filed by company name and Order-in-Council number.

RCC/CPE-195 *Formerly Identified as:* RCCE-230

### Drawbacks and Refunds

*Description:* Information on the drawbacks of Customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the remission of Customs duties via drawback for specific commodities. *Topics:* Correspondence on drawbacks — claims and claimants; refunds — claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; spirits exported. *Retrievability:* Subject files and case files are arranged by company name. Refund and drawback claims are filed by claim number and held in the various regional offices.

RCC/CPE-200 *Formerly Identified as:* RCCE-240

### Industrial Incentive Programs Audit (Automotive and Special Remission)

*Description:* Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. *Topics:* Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1965); the British Commonwealth Content Qualifications; front-end loaders; off-highway vehicles; and the Television Remission Program. *Retrievability:* Cases are filed by company name.

RCC/CPE-205 *Formerly Identified as:* RCCE-250

### Tariff Relief

*Description:* Information on the functions of the Industrial Incentive Programs Audit Unit. *Topics:* Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations; and trade talks and negotiations. *Retrievability:* Files are arranged by subject, company, country or department.

RCC/CPE-210 *Formerly Identified as:* RCCE-310

### Anti-Dumping Investigations

*Description:* Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. *Topics:* Original complaint; initial evaluation and investigation; detailed investigation; inquiries to importers and exporters; calculations and working papers; submissions to the Canadian Import Tribunal. *Retrievability:* Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-215 *Formerly Identified as:* RCCE-260

### Valuation Investigations

*Description:* Information on the investigation of the value for duty of imported goods. *Topics:* Import statistics; importer and exporter inquiries; calculations and working papers; importer instructions; documentation. *Retrievability:* Files are maintained by subject and commodity. Certain data relating to valuation investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-220 *Formerly Identified as:* RCCE-300

### Countervail

*Description:* Information on the analysis of complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. *Topics:* Evaluation of complaints, conduct of investigations, calculations and working papers. *Retrievability:* Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released.



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RCC/CPE-225 *Formerly Identified as:* RCCE-800

## Appeals

*Description:* Information on the processing of appeals against anti-dumping and valuation rulings. *Topics:* Appeal documents and working papers relating thereto. *Retrievability:* Records are filed by appeal and by exporter.

RCC/CPE-230 *Formerly Identified as:* RCCE-270

## Enforcement

*Description:* Information respecting the enforcement of the Canadian Import Tribunal's findings, specific valuation rulings, Orders-in-Council relating to surtax matters. Information on import surveillance and the monitoring of valuation and anti-dumping functions in the field. *Retrievability:* Records are filed by case number.

RCC/CPE-235 *Formerly Identified as:* RCCE-280

## Central Index

*Description:* Information on current and past investigational activities and incoming formal appeals. *Topics:* Formal appeals and their disposition; results of investigations; legal opinions. *Retrievability:* Records are filed by case, importer and country of export.

RCC/CPE-240 *Formerly Identified as:* RCCE-290

## Policy and Systems

*Description:* Information on the development of Canadian legislation covering anti-dumping, countervail and surtax, and the development and review of systems and procedures relating to the application of these programs; liaison with other Departments and other branches and divisions within Customs; foreign trade; and tax legislation. *Topics:* Legislation; policy and technical interpretation of anti-dumping, countervail and valuation programs; correspondence and manuals; documents covering departmental participation at General Agreements on Tariff and Trade (GATT) meetings; studies and reviews on trade and tax legislation of foreign countries.

RCC/CPE-245 *Formerly Identified as:* RCCE-330

## Foreign Offices

*Description:* Information on conducting anti-dumping and valuation investigations on behalf of headquarters' line directorates, the management of external relations, and the provision of a direct liaison on Customs tariff and Customs facilitation matters, trade talks and negotiations. *Topics:* Determination of normal values, fair market values, export prices and tariff classifications of imported goods; Annual Country Assessment Review; external relations; inspection services of Canadian missions abroad; consolidation of Canada's foreign service; co-operation and liaison with officials of other countries, the Brussels European Economic Council, the Customs Co-operation Council, and other international bodies. *Retrievability:* Cases are filed by individual post and nature of investigations and are held by headquarters' line divisions, with the foreign offices retaining only the portion essential in the event of any follow-up investigation.

RCC/CPE-250 *Formerly Identified as:* RCCE-150

## Seizure Adjudication

*Description:* Information on the actual seizure of goods for alleged infractions of the *Customs and Excise Acts* as contained in the actual case files. *Topics:* Seizure reports from regional and headquarters personnel as well as the Royal Canadian Mounted Police; register of seizures, which includes a general description of goods seized from individuals or firms; ascertained forfeitures where goods are unobtainable, including a general description of the goods, the reason(s) for seizure and the seizing officer's report, on a case-by-case basis. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

RCC/CPE-255 *Formerly Identified as:* RCCE-160

## Collections and Accounts

*Description:* Information on the collection of paid and outstanding accounts. *Topics:* Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

RCC/CPE-260 *Formerly Identified as:* RCCE-40

## Carrier Control

*Description:* Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transiting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. *Topics:* Remission orders for railway rolling stock, vessels, aircraft; policy directives and information of a general or specific nature relating to carriers of all modes; *Customs and Excise Offshore Application Act*; cargo containers. *Retrievability:* Case files are divided into different carrier modes and are filed alphabetically by company.

RCC/CPE-265 *Formerly Identified as:* RCCE-50

## Cargo Control

*Description:* Information on the reporting and control of import cargo and in-bond cargo for export in both the automated and non-automated environments. *Topics:* Customs Cargo Control Regulations bonded carrier program; Cargo Entry Processing and Collection System for cargo control. *Retrievability:* The information is contained in the 'D' Memoranda, which can be accessed alphabetically.

RCC/CPE-270 *Formerly Identified as:* RCCE-60

## Warehouse Control

*Description:* Information on the operation of various types of warehouses; airport and marine duty-free shops; ships' stores; and the disposal of unclaimed goods. *Topics:* Customs sufferance warehouses; bonded warehouses; Queen's warehouses; frontier warehouses; airport and marine duty-free shops; ships' stores; unclaimed goods; appointment of auctioneers for the disposal of unclaimed goods. *Retrievability:* Individual sufferance warehouses records are filed alphabetically by name and location.

RCC/CPE-275 *Formerly Identified as:* RCCE-810

## Duty-Free Shops Program

*Description:* Information on the design, development and implementation of the duty-free shops program at the land frontier. *Topics:* Development of criteria for licensee selections; standards of operations; procedures for licensee selection; duty-free shop regulations and controls. *Retrievability:* Individual land border duty-free shops records are filed by subject matter.

RCC/CPE-280 *Formerly Identified as:* RCCE-80

## Passenger Entry Processing and Tariff Programs

*Description:* Information on the administration and application of specific tariff items and remission orders pertaining to traveller entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation, other than air. *Topics:* Interpretive guidance on tariff items pertaining to visitors, former residents, returning residents, settlers, and their effects; customs facilities at border points of entry. *Retrievability:* Cases are filed by tariff item number. Topic files are arranged by port and date.

RCC/CPE-285 *Formerly Identified as:* RCCE-90

## Passenger Enforcement

*Description:* Information on the detection and investigation of criminal and civil offences committed by travellers entering Canada by all modes of transportation. *Topics:* The identification and examination of high-risk passengers; interpretation of the results of mechanical electronic aids, such as Gamma Backscatter devices, an

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automated intelligence information system to be used by line officers for enforcement purposes; liaison with the Royal Canadian Mounted Police; new and revised enforcement policies. *Retrievability:* Records are filed by subject matter.

**RCC/CPE-290** *Formerly Identified as:* RCCE-100

### **Air Passenger**

*Description:* Information on the control of travellers entering Canada by air; on functional direction to Customs inspectors at airports; and on the departmental posture at the International Air Passenger Traffic Sub-Committee. *Topics:* Inspection procedures and passenger processing at airports; charter access and level of service; Customs facilities at airports; signage; baggage handling; sterile lounges; pre-clearance and security; liaison with other Departments. *Retrievability:* Case files for individual airports are filed alphabetically by name.

**RCC/CPE-295** *Formerly Identified as:* RCCE-110

### **Postal Policies, Procedures and Automated Systems**

*Description:* Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada.

**RCC/CPE-300** *Formerly Identified as:* RCCE-120

### **Enforcement Devices and Techniques**

*Description:* Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. *Retrievability:* Records are filed by subject matter.

**RCC/CPE-305** *Formerly Identified as:* RCCE-130

### **Courier Systems and Procedures**

*Description:* Information on the control of courier, low-value, small package shipments from their time of arrival in Canada until completion of legal disposition. *Topics:* Courier policy; projects; statistics; and legal interpretations of various alternative proposals and committees. *Retrievability:* Information is filed by subject matter.

**RCC/CPE-310** *Formerly Identified as:* RCCE-140

### **Mechanized Systems Development**

*Description:* Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Retrievability:* Records are filed by subject and by Customs office.

**RCC/CPE-315** *Formerly Identified as:* RCCE-360

### **CEPACS Implementation (Revised)**

*Description:* Information and records on the implementation of CEPACS, the major automated system in the Customs commercial stream. *Topics:* System descriptions, implementation plans, quality assurance programs, training material, implementation reports, pre- and post-implementation evaluation reports. *Retrievability:* Files are indexed alphabetically, chronologically and numerically.

**RCC/CPE-320** *Formerly Identified as:* RCCE-370

### **Automated Systems — Testing**

*Description:* Information on the testing group within the directorate that tests systems updates, problem fixes, developments and enhancements to the system, to ensure the production system is functioning well and that changes have not affected other areas within the computer program. *Topics:* Various test packages to assess the different valid and invalid situations in the system's functional specifications: the Cargo Test Package, Entry Test Package, and Specific Problem Tests. *Retrievability:* Files are indexed by subject and numerically.

**RCC/CPE-325** *Formerly Identified as:* RCCE-390

### **Automated Systems — Development and Maintenance (Revised)**

*Description:* Information on the conversion of manual systems to automated systems; on systems development; and on automated systems maintenance and control. *Topics:* EDP administration project management policy, procedures and guidelines, project files, problems resolution committee, systems problems, systems enhancements, file maintenance. *Retrievability:* Files are indexed by subject, numerically and chronologically.

**RCC/CPE-330** *Formerly Identified as:* RCCE-820

### **Entry and Amendment Systems**

*Description:* Information on Customs entry of commercial goods and related documentation: revenue accounting, invoicing, appeals against assessment. *Topics:* Warehouse entries; B3 and B8 entry documentation; sight entries; amending entries; temporary entries; Canada Customs invoices. *Retrievability:* Information is contained in the 'D' memoranda, which can be accessed alphabetically.

**RCC/CPE-335** *Formerly Identified as:* RCCE-400

### **Release Systems**

*Description:* Information on policies and procedures relating to the release of commercial goods, and documentation related to the export of goods: B13 Export Declaration, Security Bonds. *Topics:* Release prior to payment, including Standing Authority Release, Automotive Release, Liquor Board Release; summary reporting of exports. *Retrievability:* Headquarters' security bonds are filed alphabetically by name of importer.

**RCC/CPE-340** *Formerly Identified as:* RCCE-10

### **Operational Services**

*Description:* Information on the licensing and control of Customs brokers and on the effective operation of Customs ports. *Topics:* Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney; Customs ports; hours of service, special service; enforcement officers. *Retrievability:* Customs brokers and individual ports are filed alphabetically by name and location.

**RCC/CPE-345** *Formerly Identified as:* RCCE-410

### **General**

*Description:* Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; Customs Act revisions; co-operation with the Canadian Exporters' Association, Canadian Association of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general. *Retrievability:* Information is contained in the 'D' memoranda, which can be accessed alphabetically.

**RCC/CPE-350** *Formerly Identified as:* NO REFERENCE

### **ALERT System (New)**

*Description:* Information on the development, testing and evaluation of the Automated Lookout Enquiry and Report (ALERT) component of NCCS. *Topics:* Problem definition, feasibility studies, development, pilot test, microfilming, enhancements and evaluation. *Retrievability:* Information is filed by subject matter.



## DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

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**RCC/CPE-355** *Formerly Identified as:* NO REFERENCE  
**Conditional Release (New)**

*Description:* Information on the development, testing and evaluation of the Release Minimum Documentation (RMD), Audit and Periodic Entry components of the NCCS. *Topics:* Benefit/cost analysis reports, pilot implementation plans, evaluation methodology, pre- and post-pilot statistics for evaluation, importer and commodity profiles and results of compliance verifications. *Retrievability:* Information is filed by subject matter and by importer.

**RCC/CPE-360** *Formerly Identified as:* NO REFERENCE  
**Data Capture (New)**

*Description:* Information on the development, testing and evaluation of systems to allow direct transmission of cargo, release, entries and amendment data to Customs from importers/brokers and carriers. *Topics:* System requirements definitions, cost/benefit analysis reports, functional specifications, pilot implementation plan. *Retrievability:* Information is filed by subject matter.

**RCC/CPE-365** *Formerly Identified as:* RCCE-830  
**Commercial Verification**

*Description:* Information on verification policies and procedures respecting the sixty pieces of legislation administered by Customs at the frontier. *Topics:* Operational examination techniques; operational policies and procedures; and instructions to port officers in verification methodology. *Retrievability:* 'D' memoranda and files containing instructions can be accessed alphabetically.

**RCC/CPE-370** *Formerly Identified as:* RCCE-840  
**Commercial Enforcement**

*Description:* Information on the development of enforcement policies, techniques and procedures. *Topics:* Import and export enforcement policies and procedures; policies on the utilization of intelligence data in enforcement programs. *Retrievability:* Files are in numerical order.

**RCC/CPE-375** *Formerly Identified as:* RCCE-340  
**Legislative Affairs**

*Description:* Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory instruments required by the branch. *Topics:* Historical data on the present *Customs Act*; correspondence with departmental sources and other government Departments; background information and supporting documentation; analysis of comments on the preparation of the revised *Customs Act*, requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. *Retrievability:* Files are arranged by subject matter.

**RCC/CPE-380** *Formerly Identified as:* RCCE-170  
**Harmonized Commodity Description and Coding System**

*Description:* Information on the Harmonized Commodity Description and Coding System (HS) and the conversion of the Customs Tariff and Canadian International Trade Classification (CITC) to a format based on the HS. *Topics:* Meetings of the Nomenclature and Interim Harmonized System Committees of the Customs Co-operation Council; the Customs Co-operation Council Nomenclature (CCCN) and the HS; draft Canadian tariff and statistical nomenclature based on the HS. *Retrievability:* Correspondence on commodity classification is filed by HS heading number.

**RCC/CPE-390** *Formerly Identified as:* RCCE-850  
**Planning and Programming**

*Description:* Information on the development of branch goals and plans designed to achieve those goals as well as maintain the integrity of established plans and goals through programming. *Topics:* Branch planning activities. *Retrievability:* Records are filed by subject matter.

**RCC/CPE-395** *Formerly Identified as:* RCCE-350  
**Monitoring, Control and Administrative Services**

*Description:* Information on the management of the administrative functions for the Customs programs. *Topics:* Entry retrieval providing for import and export analysis, data on past importations and exportations, personnel, finance, accommodation and other administrative matters. *Retrievability:* Records are filed by subject matter.

**RCC/CPE-400** *Formerly Identified as:* RCCE-860  
**Management Analysis and Review**

*Description:* Information on the review and analysis of reports and proposals; development and co-ordination of management policies, plans, programs and special briefings. *Topics:* Audits; access to information; personnel matters; training. *Retrievability:* Records are filed by subject matter.

**RCC/CPE-405** *Formerly Identified as:* RCCE-870  
**Management Systems Development**

*Description:* Information on the systems development and implementation support for the performance measurement system. *Topics:* Performance measurement system. *Retrievability:* Records are filed by subject matter.

**RCC/CAE-410** *Formerly Identified as:* RCCE-750  
**Planning Analysis**

*Description:* Information on various planning subjects. *Topics:* Policy; auditor; Comptroller General; evaluation; program evaluation; internal audit; real property management; planning systems of other Departments; planning presentation; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements. *Retrievability:* Files are arranged by subject and number.

**RCC/CAE-415** *Formerly Identified as:* RCCE-760  
**Planning Co-ordination**

*Description:* Information on the Multi-Year Departmental Operational Plan; on an inventory of significant departmental projects; on records relating to operational, strategic, financial, management reporting plans. *Topics:* Person-year and financial resource requirements by activity, sub-activity and branch for a five-year planning period; key information on significant (level 1 and 2) projects including objective, responsibilities, approval, documentation and total project resources; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements; financial planning; human resource planning; National Unity Office; operational planning; program planning; strategic planning; work planning. *Retrievability:* Files are arranged by subject and number. Electronic data processing (EDP) recording is used for the Multi-Year Operational Plan and the inventory of significant projects.

**RCC/CAE-420** *Formerly Identified as:* RCCE-770  
**Tax and Non-Tax Revenue**

*Description:* Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of departmental financial policy, systems and procedures. *Topics:* Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information; legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. *Retrievability:* Files are arranged by subject and number, or by project.



## DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

RCC/CAE-425 Formerly Identified as: RCCE-780

### Analytical Service

*Description:* Information on the analytical service provided in support of the administration of the *Customs Tariff Act* and other Customs legislation; on the analytical service provided in support of the Administration of Excise Duty legislation; and records relating to the Spirits Instrument Testing Program; on scientific and technical research and development work in support of the administration of Customs and Excise policies, regulations and procedures; and on the Customs and Excise Metric Conversion program. *Topics:* (i) Correspondence pertaining to laboratory and departmental policies; technical information and methodology for the analysis of commodity importations; analytical work summaries of chemical and physical analysis; and technical literature obtained from manufacturers. (ii) Correspondence on analytical services pertaining to denaturants in alcohol products, goods subject to excise duty, seizures of illicit spirits, formulation approval in alcoholic preparations and the Spirits Instruments Testing Program. (iii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; external consultants providing specialized laboratory services; and scientific equipment manufacturers. (iv) Includes correspondence pertaining to project plans and reports, proposed metric conversion relating to departmental operations, interdepartmental committee documents, Customs Co-operation Council Chemist Committee documents and general communications, all relating to the departmental metric conversion program. *Retrievability:* (i) (ii) and (iv) indexed on EDP database; (iii) filed alphabetically by manufacturer's name, numerically by project, external consultants filed by date.

RCC/CAE-430 Formerly Identified as: RCCE-920

### Administration

*Description:* The following records are in addition to the Standard Classes of Records that are common to all departments and are listed in this Register (see Table of Contents). Information relating to the editing and type composition of work instruments and the operations and procedures of these sections; information relating to the liaison with Supply and Services Canada for the printing and/or sale of work instruments; and to the distribution and warehousing of departmental publications. *Topics:* Policy, procedures, technology, organization and methods of editing and type composition of work instruments; directives review project; integrated publishing system service; policy,

procedures, technology, organization and methods of requisitioning for printing, distribution, and storage of work instruments, including the development and maintenance of an automated mailing list system service. *Retrievability:* Filed by subject matter.

RCC/CAE-435 Formerly Identified as: RCCE-930

### Audit and Evaluation

*Description:* Information on internal audits of departmental activities. Information on evaluation and assessment of program components. *Topics:* Internal audit policy, plans and reports; program evaluation policy, plans and reports.

RCC/CAE-440 Formerly Identified as: RCCE-790

### Access, Privacy and Human Rights

*Description:* Information on the departmental Access to Information and Privacy programs, policies and procedures. Information on complaints filed against Customs and Excise employees under the provisions of the *Canadian Human Rights Act*. *Topics:* Policy, procedures and report files; Access to Information and Privacy information bank files. *Retrievability:* Policies and procedures are filed by subject. Individual request files are numbered sequentially on a fiscal year basis. Requests are cross-referenced to the information bank files.

RCC/CAE-445 Formerly Identified as: RCCE-320

### International Representation

*Description:* Information on departmental activities with various international organizations. *Topics:* Customs Co-operation Council (CCC); European Economic Communities (EEC); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); United Nations Conference on Trade and Development (UNCTAD); and others. *Retrievability:* General topics are filed by subject; organizations, by name; and trade negotiations, by country.

## Deleted Classes of Records

The following have been deleted as the functions described in them are no longer performed, or they have been included in other classes of records.

RCCE-70 Enforcement Support  
RCCE-630 Investigations — Gas Tax  
RCCE-640 Procedures — Refunds  
RCCE-650 Support Operations

# **DEPARTMENT OF NATIONAL REVENUE (TAXATION)**

## **Chapter 70**

# DEPARTMENT OF NATIONAL REVENUE (TAXATION)

## DEPARTMENT OF NATIONAL REVENUE (TAXATION)

(RCT)

### MANAGEMENT CONTROLS DIRECTORATE

(MCD)

- 005 Departmental Programs
- 010 Central Agencies — Reports
- 015 Internal Consulting Services
- 020 Management Information Systems

### LEGISLATION BRANCH

(LEG)

- 040 Legislation Branch Memoranda — Research Material
- 045 Taxation Rulings — Subject Matter Files (Primary Files)
- 050 Taxation Research Master Files (Secondary Files)
- 055 Pension and Profit Sharing Plans
- 060 Charitable and Non-profit Organizations
- 065 Proposed and Enacted Amendments
- 070 Exchange of Information under Tax Treaties
- 075 Tax Treaty Files
- 080 Other International Matters
- 085 Provincial Information
- 090 Changes to International Provisions of the Income Tax Act
- 095 Social Security Agreements
- 100 Regulations
- 105 Mathematical Tax Models — Operation and Control
- 110 Statistics — Operation, Control and Release of Data
- 115 Statistical Services to the Department
- 120 Operations Research Studies

### INTERNAL AUDIT AND EVALUATION BRANCH

(IAE)

- 025 Operational Audit Programs
- 030 Program Evaluation
- 035 Internal Audit

### POLICY AND SYSTEMS BRANCH

(PSB)

- 125 Assessing Programs — Planning and Control
- 130 T1 Individual Income Tax Returns — Initial Assessment Program
- 135 T1 Individual Income Tax Returns — Reassessment Program
- 140 T2 (Corporate) and T3 (Trust) and PGRT (Petroleum and Gas Revenue Tax) Assessment and Reassessment
- 145 Public Information and Enquiries Program
- 150 Coverage Policy and Legislation
- 155 Source Deductions and Collections
- 160 Revenue Accounting and Control
- 165 Payroll Audit and Enforcement
- 170 Technical Research and Enquiries
- 175 Registry Programs and Procedures
- 180 Non-Filers or Late Tax Filers
- 185 Taxroll Programs — Planning and Control

(continued)



# DEPARTMENT OF NATIONAL REVENUE (TAXATION)

## POLICY AND SYSTEMS BRANCH

(PSB)

(continued)

- 190 Audit Programs – Planning,  
Development and Control of  
Programs; Resource Allocation
- 195 Audit File Selection and Computer  
Application
- 200 Non-compliance Research – Audit  
Projects Development and  
Co-ordination
- 205 Audit Quality Review and  
Technical Enquiries
- 210 Audit Operations Evaluation
- 215 Audit Research
- 220 Technical Applications,  
Reassessing Policies and  
Procedures
- 225 Audit Publications
- 230 Business Equity Valuations  
and Real Estate Appraisals,  
Succession Duties; Estate  
Taxes
- 235 Policy Formulation and Staff  
Development
- 240 Judicial Processes
- 245 Programs Operations
- 250 Management Services
- 255 Tax Avoidance
- 260 Competent Authority Double  
Taxation Cases
- 265 Electronic Data Processing  
Requirements
- 270 Computer Operations
- 275 T1 (Individual Income Tax  
Return) Processing
- 280 Accounting and T2  
(Corporation Tax Return)  
Processing
- 285 T1 (Individual Income Tax  
Return) Databases
- 290 General Sector and  
Information Centre
- 295 Information Systems

## APPEALS BRANCH

(APP)

- 300 Programs Management
- 305 Referrals – Objections
- 310 Appeals and Adverse Decisions
- 315 Determinations and Appeals

## MANAGEMENT SERVICES BRANCH

(MSB)

- 320 Revenue Reporting
- 901 Administration
- 903 Administrative and Management  
Services
- 905 Buildings and Properties
- 906 Buildings
- 907 Lands
- 908 Utilities
- 909 Equipment and Supplies
- 910 Furniture and Furnishings
- 911 Office Appliances
- 912 Procurement
- 914 Finance
- 915 Accounts and Accounting
- 917 Budgets
- 918 Personnel
- 919 Classification of Positions
- 920 Employment and Staffing
- 921 Human Resources
- 922 Occupational Health, Safety  
and Welfare
- 923 Official Languages
- 924 Pensions and Insurance
- 925 Salaries and Wages
- 926 Staff Relations
- 927 Training and Development

ACCESS TO INFORMATION  
CO ORDINATOR  
REVENUE CANADA, TAXATION  
ROOM 429  
123 SALTER STREET  
OTTAWA, ONTARIO  
K1A 0L8

## Overall Responsibilities

National Revenue (Taxation) is responsible for the administration and collection of individual and corporate income tax under the *Income Tax Act*. It collects provincial income tax from individuals for all provinces except Québec, and from corporations for all provinces except Québec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan, premiums under the *Unemployment Insurance Act*, and taxes under the *Petroleum and Gas Revenue Tax Act*.

The Department's two main objectives are to collect taxes, Canada Pension Plan contributions and Unemployment Insurance premiums imposed under law, by encouraging voluntary compliance and by deterring tax evasion and tax avoidance; and to maintain public confidence in the integrity of the tax system by administering tax and related legislation fairly, uniformly and courteously as stated in the Declaration of Taxpayer Rights.

Many people assume that the Department that collects federal taxes also establishes the provisions of the *Income Tax Act*. National Revenue Taxation administers the tax laws passed by Parliament, but the Department of Finance initiates the government's tax policy.

Canada operates a self-assessment income tax system under which its citizens individually calculate the taxes they must pay according to the law. The Department is responsible for verifying the accuracy of taxpayer's returns.

If a taxpayer feels the law is not being correctly applied, he or she can dispute his or her tax assessment through the Department's appeal system and, if appropriate, through the courts.

## Organization

At head office there are three assistant deputy ministers who administer three separate functions: Legislation, Policy and Systems, and Management Services. They report directly to the Deputy Minister. Also reporting directly are the director general of Appeals, a special advisor and the director of Legal Services who is employed by the Department of Justice as an advisor to the deputy minister. In addition, four regional assistant deputy ministers, responsible for the operational direction of district taxation offices and taxation centres, report directly to the deputy minister. The other branches are headed by directors general or directors reporting to their respective assistant deputy ministers.

## Key Contacts

Taxation recognizes that taxpayers can comply with the law only when they know what is expected of them. For this reason, the Department provides information and assistance to taxpayers in several ways. The most convenient point of contact is one of the 30 district taxation offices and four sub-offices. District office staff provide assistance and answer tax questions over the counter, by telephone and by correspondence.

### Public Relations Officers

In each of the district taxation offices there is a permanent or part-time public relations officer (PRO), depending on the size of the area served. The PRO is involved with most of the programs and services described below, working directly with the taxpaying public, with community leaders and organizations, and with local media.

## Community Programs

### Volunteer Program

The Volunteer Program assists taxpayers who cannot complete their own returns because of age, ill health, language or other difficulties. This is a community program in which district office staff train community group representatives and other interested individuals to complete basic tax returns. These volunteers then assist other taxpayers free-of-charge.

### Teaching Taxes

This program helps teachers at the secondary and community college level give basic tax instruction. Students learn to prepare accurate returns and also acquire general knowledge of Canada's taxation system.

### Rural Tax Scheme

This is a kit of information prepared for the farming community and distributed through the district offices to agricultural organizations or individuals.

### Media Information

A wide range of tax information material is prepared for newspapers, radio and television each year. The Department provides an income tax resource kit to both daily and weekly newspapers as well as a foreign-language media kit in Canada. Brief public service announcements giving answers to common taxpayer questions or information on changes in tax law are distributed to radio and television stations during the filing season. In addition, the Department offers ongoing access to specific information through press releases, news briefs, speeches, interviews, and explanations of recent (or soon to be held) events related to taxpayers.

### Films and Videos

Taxation has produced several programs on film and video cassette which are available in both official languages and may be borrowed from local offices of the National Film Board.

- Tax: The Outcome of Income (the historical evolution of Canadian income tax)
- Tax is Not A Four Letter Word (an animated film about tax collection)
- Meet the Martins (a message about completing tax returns correctly)
- A Choice of Two and The Sloane Affair (about corporate corruption and tax evasion)

In addition, 30-minute television programs are produced in English and French to assist the taxpayer with common questions and errors during the filing season.

## Major Publications

The Department issues a variety of publications and forms, which are available free from the district taxation offices.

- Inside Taxation, the annual review, gives a broad overview of Taxation's philosophy, organization and operations. It also provides statistical and other detailed information.

### Tax Guides

The Income Tax Guide that accompanies each tax return is the most important source of taxpayer information. However, other guides are produced for specific groups of taxpayers, such as

- Installment Guide for Individuals
- Farmer's Income Tax Guide
- Fisherman's Income Tax Guide

## DEPARTMENT OF NATIONAL REVENUE (TAXATION)

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- Installment Guide for Farmers and Fishermen
- Immigrant's and Emigrant's Income Tax Guide
- Guide - T1 Income Tax Returns for Deceased Persons
- T2 Corporation Income Tax Guide
- Guide to the T3 Trust Information Return and Income Tax Return
- Installment Guide for Corporations
- Employer's and Trustee's Guide for Filing T4, T4A and T4F Returns
- Guide to the T5 Summary, Return on Investment Income and the T5 Supplementary, Statement of Investment Income
- Guide to Standard Financial Statements

### Pamphlets and Leaflets

There are several series of publications dealing with specific aspects of taxation in everyday language.

#### Understanding Income Tax

- Filing Your First Return
- Paying Tax by Instalments
- Revenue Canada, Taxation
- Taxation Centres
- What Happens to Your Tax Return
- Obtaining the *Income Tax Act*

#### Family Series

- Child Care Expenses
- Child Tax Credit
- Moving Expenses
- Retirement Years
- Separation and Divorce
- The Student

#### Business Series

- Commission Earnings
- Rental Income
- Small Business

#### Financial Series

- Capital Gains
- Gifts in Kind
- Registered Home Ownership Savings Plans
- Registered Retirement Savings Plans
- Forward Averaging
- Canada Savings Bonds
- Registered Retirement Income Funds

#### Self-employed

- The Canada Pension Plan — Information for the Self-employed
- Unemployment Insurance Coverage Information for Barbers and Hairdressers
- Unemployment Insurance Coverage Information for Taxi and Passenger Vehicle Operators
- Unemployment Insurance Coverage Information for Self-Employed Fishermen
- Fishermen and Unemployment Insurance

#### Non-resident Series

- Canada and Its Tax Treaties
- Living Outside Canada

### Technical Publications

Information circulars and interpretation bulletins, issued as the occasion demands, cover administrative matters and interpretations of the laws the Department administers. These series are of a technical nature and are used primarily by accountants, lawyers and other tax specialists. Annual indexes to the circulars and bulletins are available.

The Department also publishes an annual in-depth analysis of tax returns called Taxation Statistics. The latest edition provides statistics for the prior taxation year and is available through Supply and Services Canada or from bookstores authorized to sell government publications.

### Access Procedures

The Access and Privacy Division is the organization responsible for administering the Access to Information and Privacy legislation for the Department. It provides advice on the interpretation and application of the law, regulations and procedures. It plans, organizes, directs and monitors national operations pertaining to the processing of requests for information pursuant to this legislation.

Although a single Minister presides over both Taxation, and Customs and Excise, for Access to Information and Privacy purposes, the departments are considered separate entities.

Therefore, formal access requests should clearly specify the Department — Taxation or Customs and Excise — from which information is being sought.

Taxation access requests should be directed to

Access and Privacy Co-ordinator  
Revenue Canada (Taxation)  
Head Office  
Ottawa, Ontario  
K1A 0L8

### Management Controls Directorate

The directorate provides an internal consulting group that conducts evaluations and studies for departmental clients to improve their management practices and methods; a management information system that captures time utilization leave and production data for the use of managers throughout the Department; and a liaison role with organizations such as the Auditor General and the Comptroller General.

The directorate is comprised of two divisions: Internal Consulting and Management Information Systems.

#### Internal Consulting and Operational Audit Division

This division provides an internal consulting service comprising a group of management specialists responsible for improving the effectiveness, efficiency and economy of the Department's operations. Projects arise from managers who desire an independent review of an activity for which they are responsible and for which improvements are indicated to be necessary.

#### Manuals

- Taxation Operations Manual, Part 01 — Department Objectives and Policies

#### Management Information Systems Division

This division provides managers throughout the Department with information to assist them in their planning, controlling, monitoring and operational decision-making functions as well as with information to meet central agency requirements. The function is carried out through the development, implementation and maintenance of



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computer systems designed to provide specific data and to integrate the data gathered through progressively higher levels of summarization to meet the needs of first-line supervisors up to the most senior level of corporate management.

### Manuals

- Taxation Operations Manual, Part 50 — Time and Data Reporting
- Taxation Operations Manual, Part 82 — Personnel Records and Budget Systems Procedures

### Internal Audit and Evaluation Branch

The branch conducts independent appraisals of the departmental activities, provides objective analyses and makes recommendations to all levels of management about the activities reviewed. This enables the Department to evaluate the economy, efficiency and effectiveness of the application of departmental policies, programs and procedures, as well as to assess the effectiveness of security measures in the protection of federal funds, property and the confidentiality of information. The function of this branch includes program evaluations to assess the continued relevance, impact and effectiveness of all departmental programs and internal audits which analyze and investigate the efficiency of all departmental operations.

The branch is also responsible for functional direction of operational audit units reporting to directors of district offices and taxation centres. This functional responsibility includes the planning, implementation, and monitoring of the Department's operational audit policies. Operational Audit provides assessments of individual field office compliance with policies and procedures to senior managers in field offices.

### Manuals

- Taxation Operations Manual, Part 92 — Operational Audit
- Staff bulletins — contain procedures and work instructions for branch staff

### Information Services Branch

The branch formulates public relations policies for the Department and provides information on its policies, programs and activities to the general public, the news media and organizations and individuals with a special interest in taxation. A broad variety of publications, audio-visual programs and media information covering a range of tax topics is produced and revised each year. The branch counsels the Department on information and public relations matters generally and advises management on possible public and media reaction to its programs and procedures. It also provides guidance to district office public relations officers.

### Manuals

- Taxation Operations Manual, Part 91 — describes the Department's public relations policy and branch program responsibilities for publications, audio-visual material, advertising, public enquiries, media relations, prosecutions publicity and public speaking engagements
- Information Checklist — a directory of information programs, services and materials revised and distributed annually to public relations officers to help them select appropriate materials when planning local information activities

### Legislation Branch

The Legislation Branch comprises 10 divisions of which two form the Corporate Rulings Directorate and two the Non-corporate Rulings and Publications Directorate. The other five divisions are Registration, Current Amendments, Regulations, Provincial and International Relations, and Statistics.

The assistant deputy minister of the Legislation Branch has accountability for interpreting the *Income Tax Act*, the Canada Pension Plan and the *Unemployment Insurance Act* and Regulations under them; for issuing interpretive publications and giving interpretations and binding rulings to satisfy the needs of departmental staff and the taxpaying public; for obtaining changes to the law to remove anomalies; for ensuring that amendments to the law proposed by other departments can be administered, and that they reflect government policy; for registering charities and deferred income plans and ensuring that they comply with the law; for administering agreements with other countries and the provinces; and for a statistical service which compiles income tax return data for the use of both the public and private sectors, and services departmental managers.

### Corporate Rulings Directorate

This directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the *Income Tax Act* and Regulations and related legislation to all incorporated taxpayers and to district offices to ensure uniform application of the law to all incorporated taxpayers; for review of departmental forms, returns, circulars, and bulletins directed to corporations, to ensure they conform with the Act; for the review and recommendation to accept or appeal adverse court decisions concerning corporate taxpayers that, if accepted, would result in significant change in interpretation of the law.

### Speciality Corporations Rulings Division

This division deals with certain corporate taxpayers involved in the mining, oil and forest industries, and with respect to corporate reorganizations. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings, technical recommendations and interpretations on proposed assessments. The division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers, and it also provides technical reviews of publications and forms directed to them.

### Corporate Rulings Division

This division deals with certain corporate taxpayers involved in the merchandising, manufacturing, and construction industries and in the services industries, public utilities and exempt corporations. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings and technical recommendations on proposed assessments. The division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers, and it also provides technical reviews of publications and forms directed to them.

### Bilingual Services and Finance Division

This division deals with certain corporate taxpayers involved in the financial industries and with all corporate taxpayers where the language of request is French. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings and technical recommendations on proposed amendments. The division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers and it also provides technical reviews of publications and forms directed to them.

### Non-corporate Rulings and Publications Directorate

This directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the *Income Tax*

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Act and Regulations and related legislation to taxpayers other than corporations and to district offices; for technical review of departmental returns and forms intended for non-corporate taxpayers to ensure they conform with the Act; for the review and recommendation to accept or appeal adverse court decisions concerning non-corporate taxpayers that, if accepted, would result in significant change in interpretation of the law; for preparation of all interpretation bulletins and review of certain technical publications; for provision of a general information and advice service to district offices and taxation centres (the Hotline); and for chairing the Tax Remission Committee, under the provisions of the *Financial Administration Act*.

## Non-corporate Rulings Division

This division provides replies to technical enquiries, binding advance rulings and technical recommendations on proposed assessments concerning non-corporate taxpayers. It also provides the Hotline service to answer enquiries received from district offices and taxation centres concerning all types of taxpayers. The division is responsible for recommendations to accept or appeal adverse court decisions, and it also provides technical reviews of returns and forms directed to them.

## Publications Division

This division prepares and revises interpretation bulletins and certain information circulars and edits tax information pamphlets and certain internal technical memoranda. Such interpretation bulletins, information circulars and tax information pamphlets provide technical information to the public and departmental staff.

## Registration Division

This division controls registration for taxation purposes of employees' pension plans, deferred profit-sharing plans, supplementary unemployment benefit plans, retirement savings plans, retirement income funds, home ownership savings plans, registered investments and charitable organizations. It controls issuing of certificates and letters of exemption to non-resident trusts or organizations and the filing of returns by agents of political parties and candidates.

### Manuals

- Procedural Manuals — contain policy, guidelines and instructions for registration, revocation, annulment and administrative activities of the division

## Current Amendments Division

This division recommends amendments to the *Income Tax Act* to facilitate its administration by the Department and reviews and advises on the administrative feasibility of all suggested amendments, including those proposed by the Department of Finance.

## Regulations Division

This division drafts amendments to Regulations for specified parts of the Canada Pension Plan and the *Unemployment Insurance Act*, 1971 and to administrative provisions of Regulations under the *Income Tax Act*; and reviews and advises on the administrative feasibility of all suggested amendments to Regulations under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act*.

## Provincial and International Relations Division

This division provides internal and external advice on problems in provincial and international tax law and obtains solutions to these

problems; represents the Department at negotiations on tax treaties and international social security agreements, and at meetings on federal-provincial taxation problems; controls the exchange of confidential information between the Department and provincial governments, territories or tax treaty partners; and researches proposed amendments to the law, treaties and provincial or territorial tax agreements involving international, non-resident and provincial legislation to ensure that amendments proposed by other divisions and departments can be administered.

### Manuals

- Taxation Operations Manual, Part 90 — contains information on income tax conventions with foreign governments and also touches on provincial matters

## Statistical Services Division

This division provides statistical information compiled from income tax returns for use by policy and program analysts in both the public and private sectors; technical support to the Department in the area of statistics; a forecasting service in support of departmental planning activities; and mathematical models for use in policy analysis. It is also responsible for ways to generate information on non-compliance with tax laws in various segments of the Canadian population; develops information systems and optimization models for program planning, evaluation and control; and conducts operations research and computer simulations to make best use of human and financial resources in certain departmental operations.

### Manuals

- Taxation Operations Manual, Part 07 — contains clerical instructions for collecting information about taxpayers from individual returns for statistical tabulation and modelling purposes
- Taxation Operations Manual, Part 04 — contains instructions for collecting tax filer information from corporation tax returns for statistical tabulation and modelling purposes

## Policy and Systems Branch

This branch is comprised of the following three directorates: Verification and Collections, Audit, and Systems. It works closely with district offices and taxation centres on program matters and provides operational advice to the regional assistant deputy ministers.

The branch is accountable for formulation of national policy and programs governing collection of tax, Unemployment Insurance premiums and Canada Pension Plan contributions, and the filing and assessing of returns; for compliance and enforcement programs; and design and operation of computer and manual processing systems. The branch is also responsible for communicating with and accounting to the public and other government departments, as required by the federal and provincial income tax acts, foreign tax agreements, the Canada Pension Plan, *Unemployment Insurance Act* and other related statutes.

## Verification and Collections Directorate

This directorate is responsible for policies, national programs and techniques governing deductions at source for income tax, Canada Pension Plan contributions and Unemployment Insurance premiums, and monthly and quarterly remittances made by corporations, trusts and individuals. It is also responsible for policies on the assessment of income tax returns, the collection of taxes and the filing of returns.

This organization comprises the Assessing, Accounting and Collections, and Taxroll divisions.



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## Manuals

- Taxation Operations Manual — contains policy, guidelines and procedures and logic applicable to the following divisions:
  - Assessing — Parts 32, 39-44, *Petroleum and Gas Tax Act* PG24 and PG26
  - Taxroll — Parts 26-31, and Corporation Manual 20
  - Accounting and Collections — Parts 22-25, 35-37, 46, 54, 57, 58, 64-67, Corporation Manuals 40, 92 and 96, Taxation Centre Manuals 35, 56, 57 and 58

## Assessing Division

The division plans and directs national programs to assess (T1) individuals, (T2) corporate, (T3) trust and petroleum and gas producers tax returns, and to reassess returns as a result of post-assessing verification and taxpayer requested adjustments. It also provides a related information and enquiry service to the public.

## Manuals

- Taxation Operations Manual, Parts 32, 39-44 — contains technical applications, policies and procedures for the assessment and re-assessment of returns, and related enquiry programs
- Public Information Reference Guide
- Petroleum and Gas Revenue Tax Manual

## Accounting and Collections Division

This division develops and directs departmental programs to collect federal and provincial income tax, non-resident tax, Canada Pension Plan contributions, Unemployment Insurance premiums and petroleum and gas revenue and/or royalty tax; develops administrative and enforcement policy and procedures for all deductions at source required pursuant to the *Income Tax Act* and coverage provisions of the Canada Pension Plan and *Unemployment Insurance Act*. This division is responsible for the control and processing of all payments to the Department and for departmental accounting procedures, including the assessment of interest charges and/or credits for all taxpayers (including corporate).

## Manuals

- Taxation Operations Manual, Parts 22-25, 35-37, 54, 55, 57, 58, 64-67
- Corporate Manuals, Parts 40, 92, 96
- Taxation Centre Manuals, Parts 24, 35, 46, 57, 58 — contain policy, guidelines, techniques and procedures and logic

## Taxroll Division

This division develops, implements and monitors national policies, procedures and systems relative to the enforcement of statutes governing the filing requirements of income tax and some third-party information returns such as T4 (statement of remuneration paid), T5 (return of investment income), T600 (ownership certificate) and NR4 (statement of amounts paid or credited to non-residents of Canada) together with the related late and non-filer (delinquent action) programs; and provides internal file access to all other operational areas of the Department for the purpose of ensuring that compliance with the law is maintained.

## Manuals

- Taxation Operations Manual, Parts 26-31

## Audit Directorate

The directorate develops, implements and monitors national policies, procedures, systems and programs for the selection, audit, investigation and review of tax returns in the corporate, trust and self-employed sectors of the economy to ensure the highest degree of taxpayer compliance and enforcement of tax laws.

This organization comprises the Audit Programs, Specialized Audit, Special Investigations, and Tax Avoidance and Foreign Operations divisions.

## Manuals

- Taxation Operations Manual, Parts 10-16 — contains policy and procedures for audit and enforcement functions
- Special Handbook on the Group Head Function

## Audit Programs Division

This division plans, controls and evaluates national audit programs; develops a computerized system for determining audit workload and selecting files for audit; evaluates district office operation; develops, implements and monitors programs designed to ensure uniform application of the *Income Tax Act* and Regulations and departmental policies; develops sources and communication channels and co-ordinates the processing of information to assist the planning of compliance activities; co-ordinates and monitors national audit projects designed to recover unpaid taxes, if any, from specific classes or groups of taxpayers; develops and implements policy on computer-assisted audits.

## Manuals

- Taxation Operations Manual, Parts 10 and 16 — contains criteria for non-compliance identification, file selection, program evaluation and national projects, and guidelines and procedures for the audit function

## Specialized Audit Division

This division develops and implements national policy on specialized auditing techniques and assessing practices, develops and maintains audit publications and training programs, monitors specific audit applications, and provides technical and operational assistance to field staff involved in the audit of specific major industries, corporations, trusts, self-employed individuals, business equity valuations, real estate appraisals and international audit issues.

## Manuals

- Taxation Operations Manual, Parts 12, 13, 14 — contains policy, guidelines, techniques and procedures for conducting audits and projects, appraising real estate and valuing business equities
- Special Handbook on the Group Head Function

## Special Investigations Division

This division develops and implements national policy and objectives and plans, controls and evaluates field programs and projects for the detection, investigation and criminal prosecution of violations of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act* and various provincial statutes.

## Manuals

- Taxation Operations Manual, Part 11 — contains policy, guidelines and procedures for the enforcement of tax laws



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## Tax Avoidance and Foreign Operations Division

This division develops and implements national policy, procedures and programs to detect and challenge schemes and arrangements that reduce, defer or avoid taxes by circumventing the law or thwarting its intent; and negotiates and reviews proposed solutions of competent authority cases involving double taxation as provided for in tax treaties, and co-ordinates Canada's participation in international joint audits.

### Manuals

- Taxation Operations Manual, Part 15 — Tax Avoidance
- Taxation Operations Manual, Part 10(16)0 — Competent Authority
- Taxation Operations Manual, Part 14(51)0 — Guidelines for the United States — Canada Simultaneous Examination Program

## Systems Directorate

The directorate is responsible for all departmental data processing equipment, including micro-computers, and related applications, telecommunications and systems software. It conducts feasibility studies, develops and maintains computer systems and writes procedural instructions in support of departmental programs, and operates the main computer installation and associated communications networks. Some electronic data processing (EDP) services are provided to other federal departments and other levels of government.

This organization comprises the Computer Services, Tax Systems and Information Systems divisions and the Financial and Administrative Services sector, which looks after all EDP requirements.

## Computer Services Division

The division operates and develops the Department's central computer installation and associated national communications networks. It also provides functional direction on matters relating to data processing operations to the district offices and taxation centres.

## Tax Systems Division

This division is responsible for the implementation and maintenance of electronic data processing systems and procedures that process data extracted from tax returns; the provision of documentation and operating instructions; the development of standards and guidelines for program development; and maintenance of functions, including analysis, design, testing, quality assurance and proper response to problems. The division is also responsible for the provision of similar systems services to certain other federal departments and other levels of government.

## Information Systems Division

This division is responsible for the implementation and maintenance of the electronic data processing systems and procedures for the processing of administrative information for the Department; for the design and administration of departmental databases; for the provision of documentation and operating instructions; for the development of standards and guidelines for program development and maintenance functions, including analysis, design, testing, quality assurance, proper responses to problems; for the development and operation of an information centre of electronic data processing staff to facilitate quicker user access to data; and to provide similar systems services to certain other federal departments and other levels of government.

## Appeals Branch

The branch establishes policy and procedures for consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the determination of questions under the Canada Pension Plan and *Unemployment Insurance Act*. It plans, organizes, directs, implements and controls national programs, and instructs the Department of Justice on conducting appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court. The appeals activity is kept separate from audit work. The Department recognizes that to be equitable and objective, the officers who exercise the appeals function should not be those who were responsible for the original assessments.

The Appeals Branch comprises the Policy and Programs Division, the Appeals and Referrals Division, and the Canada Pension Plan and Unemployment Insurance (CPP/UI) Determination and Appeals Division.

### Manuals

- Taxation Operations Manual, Part 70 — contains policies and procedures for consideration and disposal of objections and for the conduct of appeals

## Policy and Programs Division

This division plans, organizes, directs and controls a national program for the consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the conduct of appeals to the Tax Court of Canada (other than for the Ottawa region); and plans and monitors national programs for the determination of questions under the *Unemployment Insurance Act* and the Canada Pension Plan and for the conduct of appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court.

### Manuals

- Taxation Operations Manual, Part 70:
  - Chapter 7010, Appeals Branch policies
  - Chapter 7020, District Office and Taxation Centre Appeals Division procedures
  - Chapter 7030, Designated Appeals Offices procedures (Tax Court of Canada cases)
  - Chapter 7050, District Office and Taxation Centre Appeals Division form letters
- New Appeals Officers' Handbook (training)
- T2008A Binder (instructions for issuing the Minister's Notification of Confirmation)
- Test Check Manual — designed to assist chiefs of appeals in monitoring workload

## Appeals and Referrals Division

This division provides assistance to district office and taxation centre appeals divisions in the consideration and disposal of objections; instructs the Department of Justice on the conduct of appeals to the Tax Court of Canada (Ottawa region), the Federal Court and the Supreme Court; and reviews adverse court decisions to determine if they should be appealed to a higher court.

### Manuals

- Taxation Operations Manual, Part 70, Chapter 7010, Appeals Branch Policies — contains the policies and procedures for consideration and disposal of objections and for the conduct of appeals

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## CPP/UI Determination and Appeals Division

This division answers determination requests related to coverage under the *Unemployment Insurance Act* and the Canada Pension Plan, and reconsiders income tax assessments under objection on related matters; provides functional guidance to district office appeals divisions on Unemployment Insurance and Canada Pension Plan matters; instructs the Department of Justice concerning appeals to the Tax Court of Canada, the Pension Appeals Board, the Federal Court and the Supreme Court; and reviews adverse decisions to determine whether they should be appealed to a higher court.

### Manuals

- Guidelines on Ministerial Determinations — a guide to examining determination requests and drafting determinations
- Digest of Unemployment Insurance Jurisprudence — summarizes the jurisprudence in certain insurability areas

## Management Services Branch

The branch is responsible for the planning, development and monitoring of national policies, procedures and programs in the area of finance, personnel, training and general administration, as well as the direct provision of these services to head office. The branch is comprised of the following directorates and divisions:

### Planning and Review Directorate

This directorate is generally accountable for advising the assistant deputy minister, Management Services on the efficiency and effectiveness of the Department's finance, personnel, administration and training programs; the planning and resource allocation framework for the branch; the feasibility of proposed programs and projects; and the co-ordination of inter-directorate initiatives. The directorate is responsible for the design, development and maintenance of the Management Services planning process, for functional review and analysis and for special audit and evaluation programs.

### Manuals

Although the Planning and Review Directorate does not author any Taxation Operations manuals, it uses those of the other Management Services Branch directorates and divisions when conducting functional reviews, audits and evaluations.

### Personnel Directorate

This directorate is responsible for the administration of all personnel programs, which includes researching and formulating national policies, guidelines, procedures and program plans in the areas of position classification, pay and benefits, staffing, staff relations, human resources, equal opportunities and personnel services. The directorate also provides an advisory service in these areas, co-ordinates some national staffing programs, classifies positions for which local and regional management do not have authority, and advises the deputy minister on final level grievances. The directorate is comprised of the Human Resources, Classification and Organization, Employee Relations and Services and head office Personnel Operations divisions.

### Manuals

- Taxation Operations Manual — contains policy, guidelines and procedures applicable to the administration of personnel; Parts 8010, 8015, 8019, 8020, 8030, 8040, 8077, 8080, 8090, 8095, 8096, 8097, dealing with staffing, staff relations, classification, swearing of oaths, special identification and authorization cards, incentive award programs, manpower planning, career assignment, equal

opportunities, performance review, official languages and personnel services

- Personnel Administration Letters — describe departmental policy, guidelines and procedures on a variety of personnel matters

## Human Resources Division

This division is responsible for the design, development, implementation and monitoring of human resources policies and programs throughout the Department, encompassing staffing, human resources planning and development, official languages, affirmative action and senior management career programs; providing advice and guidance to field operations on human resources matters and for managing non-delegated activities and national programs in this field.

### Manuals

- Taxation Operations Manual, Part 80, Part 8010-13 — Manpower Planning; Part 8014 — Career Assignment Policy; Part 8015 — Policy on Equal Opportunities for Employees; Part 8019 — Performance Review and Employee Appraisal; Part 8020 — Official Languages; Part 8030 — Staffing; Part 8072 — Authorized Staff Training and Development

## Classification and Organization Division

This division is responsible for researching, developing and monitoring policies for position classification and organization design; analyzing organization and classification submissions for non-delegated groups and levels; providing advice and guidance to head office and field management.

### Manuals

- Taxation Operations Manual, Part 8080 — Classification

## Employee Relations and Services Division

This division is responsible for the development and monitoring of national personnel policies, program plans and procedures in the areas of Staff Relations, Safety and Health, Pay and Benefits and Personnel Information Systems.

### Manuals

- Taxation Operations Manual, Part 8040 — Staff Relations; Part 8090 — Personnel Services

## Head Office Personnel Operations Division

This division is responsible for directing the management of personnel programs, planning, organizing, co-ordinating and controlling a complete and fully delegated personnel program for the head office organization; providing advice and guidance to line managers on all aspects of staffing, compensation, staff relations and associated personnel specialties.

### Manuals

The division uses manuals and records as described by the other divisions reporting to the director general, Personnel Directorate, and the Centre for Career Development.

## Centre for Career Development

The centre is responsible for the design and implementation of all technical, managerial and language training programs in the Department. These programs are aimed at ensuring a continuing supply of well-trained staff ready to meet the specialized needs of operational managers responsible for fulfilling the Department's role.



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## Manuals

- Taxation Operations Manual, Part 8070 — departmental course catalogue

## Tax Forms Directorate

This directorate is responsible for the development and implementation of an effective program in the area of mail, messenger and distribution; the design, production and distribution of all federal tax forms and related printed instructions, and for all general operational communications and forms used in head office, district offices and taxation centres. The directorate ensures that all forms meet the requirements of the *Income Tax Act* and related Acts and that they are available as required in both official languages. It also ensures they are compatible with machine and/or computer processing requirements. The directorate is accountable for forecasting and expenditures related to printing and distribution.

## Manuals

- Taxation Operations Manual — 09 — Printing and Forms Management
- Taxation Operations Manual — 60 — Mail and Messenger Services

## Administrative Policy Directorate

This directorate researches and formulates national policies, guidelines, procedures and program plans in all areas of administrative policy including materiel management, accommodation, office communication systems, records management, library services, word and information processing, access to information and privacy. The directorate provides services in these areas to the head office complex.

## Manuals

- Taxation Operations Manual — 59 — Materiel Management; 61 — Premises (procedures relating to accommodation, buildings, etc.); 6130 — Office Communications Systems
- Taxation Operations Manual, Part 6140 — Telecommunications Management
- Taxation Operations Manual — 62 — Records (records office procedures, retention and disposal schedules, etc.); 68 — Word Processing; 69 — Departmental Master File Classification System; 05 — Access to Information and Privacy

## Security Directorate

This directorate develops, implements, monitors and promotes national security policies, procedures and programs relative to the protection of departmental information, employees and assets.

## Manuals

- Taxation Operations Manual, Part 02 — Security Administrator Handbook

## Finance Directorate

This directorate is responsible for the design, planning and resourcing of all finance-related programs throughout the Department; for maintaining systems and procedures for financial control; for cash forecasting; and for analysis and reporting of assessed and cash revenue to the Department of Finance and provincial governments.

## Manuals

- Taxation Operations Manual, Part 51 — describes the means of maintaining control and the actual delegations of financial signing authorities made by the Minister and deputy minister; and

instructions pertaining to coding and classification of expenditures and accounting for expenditures; Part 53 — instructions for the preparation of the operating budget and for the reporting of manpower utilization; Part 66 — instructions for the general ledger function and for daily revenue report preparation

## Classes of Records

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RCT/MCD-005 *Formerly Identified as:* RCT-10

### Departmental Programs

*Description:* Information on computer listings of coverage and results of departmental programs, comparing actual resource utilization and production to budget; and on planning and co-ordination of departmental translation requirements. *Topics:* Statistical computer listings on program results by comparison of budgeted to actual person hours and production.

RCT/MCD-010 *Formerly Identified as:* RCT-20

### Central Agencies — Reports

*Description:* Information on central agency reports containing results obtained by monitoring departmental activities such as the processing of returns and handling of refunds; analysis and feedback by the Department on report content; information from other head office divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations and the Department's comments; communications with central agencies such as Auditor General, Comptroller General, Privy Council, and Impac Co-ordination.

RCT/MCD-015 *Formerly Identified as:* RCT-30

### Internal Consulting Services

*Description:* Information on studies such as T1 Accounts Correspondence Control System, Review of Services Unit — Accounting and Collections Division, Assessment of Records Management Systems, Management Information Systems Output Review, which are designed to improve the effectiveness, efficiency and economy of the operations. *Topics:* T1 accounts; services unit review - accounting and collections; records management systems; management informations systems.

RCT/MCD-020 *Formerly Identified as:* RCT-100

### Management Information Systems

*Description:* Information on the development, implementation and maintenance of Management Information Systems, including time and production systems, personnel systems and financial systems. *Topics:* Time Production System (TPS); Personnel Management System (PMS); Attendance, Leave, Overtime, Shift and Standby System (ALOSS); A Resource Management Systems (ARMS).

RCT/IAE-025 *Formerly Identified as:* RCT-40

### Operational Audit Programs

*Description:* Information on Operational Audit policy and objectives, coverage, plans, monitoring and reports of the audit activity. *Topics:* Organization structure; forecasting, budgeting and resource utilization; workload selection; specific activities audited; control of remittances, general security, sensitive transcript and voucher control.

RCT/IAE-030 *Formerly Identified as:* RCT-630(B)

### Program Evaluation

*Description:* Information on program evaluation plans, steps carried out, records of interview, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Policy, evaluation procedures, long-term and annual evaluation plans, working papers, reports of findings and conclusions, recommendations.



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RCT/IAE-035 *Formerly Identified as:* RCT-640(B)

### Internal Audit

*Description:* Information on audit plans, audit steps carried out, records of interviews, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Audit policy and procedures, audit schedules and planning, manual and computerized audit programs, audit working papers, audit reports; departmental operations and staff matters (RCT/P-PE-803).

RCT/LEG-040 *Formerly Identified as:* RCT-110

### Legislation Branch Memoranda — Research Material

*Description:* Information on interpretations of significant or problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act*, reciprocal tax treaties, the *Income Tax Acts* of agreeing provinces and related Regulations, specific topics such as Universities Outside Canada, Forgiveness of Loans and Educational Institutions.

RCT/LEG-045 *Formerly Identified as:* RCT-120

### Taxation Rulings — Subject Matter Files (Primary Files)

*Description:* Correspondence with taxpayers on matters relating to interpretations of the *Income Tax Act* and Regulations, including copies of advance income tax rulings and requests for technical interpretations. *Topics:* Subject files are broken down into specific subject topics as listed in the index to the *Income Tax Act* and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer enquiry and the outgoing response. *Retrievability:* Correspondence is filed chronologically under the relevant topic: a card index is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative.

RCT/LEG-050 *Formerly Identified as:* RCT-130

### Taxation Research Master Files (Secondary Files)

*Description:* Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the Act, Regulations and other related legislation, and included in the Taxation Rulings subject matter files. In many cases taxpayers involved are identified. *Topics:* Subject topics are the same as indicated in RCT/LEG-045 except that they contain only the outgoing response to taxpayer enquiries and are filed by section or subsection of the Act, e.g., 5(1) Income from office or employment, Section 115 non-residence taxable income earned in Canada, 130 Investment Corporations. *Retrievability:* Correspondence is filed chronologically under the relevant section or subsection; a card is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative.

RCT/LEG-055 *Formerly Identified as:* RCT-140

### Pension and Profit Sharing Plans

*Description:* Information on registration and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), supplementary unemployment benefit plans (SUBPs), retirement savings plans (RRSPs), home ownership savings plans (RHOSPs), retirement income funds (RRIFs); registered investments (RIs); approval of special payments to employee pension plans; and the development of forms and information circulars. *Topics:* Research and subject files on specific provisions concerning EPPs, DPSPs, SUBPs, RRSPs, RHOSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for completing style letters; instructions for completing computer transcripts for the PLEGE program; development and

amendment of forms; development and amendment of information circulars.

RCT/LEG-060 *Formerly Identified as:* RCT-150

### Charitable and Non-profit Organizations

*Description:* Information on the registration of charities and Canadian amateur athletic associations; review of information returns, special ministerial approvals and designations; applications under the Canada — U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms and information circulars. *Topics:* Research and subject matter files on various matters dealing with charity and amateur sports (contain correspondence with taxpayers, transcripts of court cases); directives on processing applications for registration; instructions for completing style letters; instructions for completing computer transcripts; development and amendment of forms; development and amendment of information circulars; returns of information regarding charitable organizations (T2052 and T3010).

RCT/LEG-065 *Formerly Identified as:* RCT-160

### Proposed and Enacted Amendments

*Description:* Information on memoranda, discussion papers and other background material in connection with proposed amendments. This material is maintained in confidential files until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the *Income Tax Act*, containing all material related to a given amendment.

RCT/LEG-070 *Formerly Identified as:* RCT-180

### Exchange of Information under Tax Treaties

*Description:* Information on requests between competent authorities for information on taxpayers required to assess taxes under the respective taxing statutes. *Topics:* Requests to foreign governments for specific taxpayer information, with copies of information supplied; requests from foreign governments for specific taxpayer information, with copies of information supplied; general information and correspondence on procedures followed; interpretation of provisions in treaties.

RCT/LEG-075 *Formerly Identified as:* RCT-190

### Tax Treaty Files

*Description:* Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, the United Kingdom, and the United States.

RCT/LEG-080 *Formerly Identified as:* RCT-200

### Other International Matters

*Description:* Information on relations with the Department of External Affairs, other governments, taxpayers both domestic and foreign, and with international organizations, on matters not covered under other classes of records. *Topics:* Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); Centro Interamericano de Administradores Tributarios (CIAT).

RCT/LEG-085 *Formerly Identified as:* RCT-210

### Provincial Information

*Description:* Information on dealings with the Department of Finance with provincial governments and other divisions within the Department on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchange of information with provinces regarding individual

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taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements.

**RCT/LEG-090** *Formerly Identified as:* RCT-220

### **Changes to International Provisions of the Income Tax Act**

*Description:* Information on recommendations for changes to various provisions of the *Income Tax Act*, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. *Topics:* Files on proposed changes to the Act such as Part XIII (Sections 212-217) dealing with the taxation of income from Canada of non-resident persons (interest, dividends and royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples.

**RCT/LEG-095** *Formerly Identified as:* RCT-230

### **Social Security Agreements**

*Description:* Information on the negotiation of social security agreements with Québec and with foreign governments in conjunction with Health and Welfare Canada and implementation of these agreements. Canada has social security agreements with France, Greece, Italy, Jamaica and Portugal. *Topics:* Negotiations of the agreements; implementation of the agreements.

**RCT/LEG-100** *Formerly Identified as:* RCT-170

### **Regulations**

*Description:* Information on memoranda, discussion papers, correspondence and other background material relating to new, or amendments to existing, regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the deputy minister and the Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the deputy minister to the Minister.

**RCT/LEG-105** *Formerly Identified as:* RCT-50

### **Mathematical Tax Models — Operation and Control**

*Description:* Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing simulation model; personal taxation simulation model; corporation taxation simulation model; transcription instructions; techniques to prevent release of identifiable taxpayer information; corporate, individual and family database files; operational computer programs; sampling techniques.

**RCT/LEG-110** *Formerly Identified as:* RCT-60

### **Statistics — Operation, Control and Release of Data**

*Description:* Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; on computer program documentation and design; on sample designs, data transcription techniques and instructions; on data base files and record layouts; on requests for and releases of data; and on data tabulations compiled. *Topics:* Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; trusts and charitable organizations statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; records of releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects.

**RCT/LEG-115** *Formerly Identified as:* RCT-70

### **Statistical Services to the Department**

*Description:* Information on forecasts of expected filing patterns of individual, corporate and trust, income tax returns; on statistical schemes and consulting services provided to divisions in the Department. *Topics:* Mobility studies of the movement of tax filers; consulting services provided to the Department; research studies related to the mobility of tax filers, statistical services provided to the Department; forecasts of various workload indicators.

**RCT/LEG-120** *Formerly Identified as:* RCT-90

### **Operations Research Studies**

*Description:* Information on the statement of a problem, method of approach, and the mathematical and operations research techniques involved in each study; summary of data requirements, design and procedures required to perform each study; on system analysis, design and programming documentation to process data of each study; and on data analysis, reports, data files and correspondence produced during each study. *Topics:* Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies.

**RCT/PSB-125** *Formerly Identified as:* RCT-240

### **Assessing Programs — Planning and Control**

*Description:* Information on program forecasts and budgets of assessing operations in head office, district offices and taxation centres; development and implementation of work and quality standards and of production and resource-utilization systems; review of field operations, organizational structures and job descriptions. *Topics:* Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs — forecasts, allocations, results, evaluation and systems; organizational structures of district offices and taxation centres and related job descriptions.

**RCT/PSB-130** *Formerly Identified as:* RCT-250

### **T1 Individual Income Tax Returns — Initial Assessment Program**

*Description:* Information on the planning, control and monitoring of the T1 Initial Assessment programs; the publication of the T1 (individual tax return) Return Tax Form and related schedules; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. *Topics:* Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; tax preparers and issuers of receipts form approval; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; T1 initial assessment and reassessment system — computerized and manual; job descriptions; organizational structures.

**RCT/PSB-135** *Formerly Identified as:* RCT-260

### **T1 Individual Income Tax Returns — Reassessment Program**

*Description:* Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessments. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; T1 compliance verification systems — computerized and manual; consultations and negotiations with provinces on verification of provincial taxes assessed, rebates, royalties and credits for individuals; job descriptions; organization structures.



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**RCT/PSB-140 Formerly Identified as: RCT-270  
T2 (Corporate) and T3 (Trust) and PGRT (Petroleum and Gas  
Revenue Tax) Assessment and Reassessment**

*Description:* Information on the planning, control and monitoring of T2 (corporate tax returns), T3 (trust tax returns) and PGRT (petroleum and gas revenue tax returns) assessment and reassessment programs; systems, procedures and related policies designed to check the accuracy of corporation, trust and petroleum and gas tax returns, to determine adjustments required and to issue notices of assessment or reassessment. *Topics:* T2 assessment and reassessment systems — computerized and manual; T3 and PGRT assessment and reassessment — manual system; T2, T3 and PGRT compliance — verification system — computerized and manual; directives to field offices on interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field offices' assessments and reassessments of T2 and T3 returns; consultations and negotiations with provinces on administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations, trusts and petroleum and gas producers.

**RCT/PSB-145 Formerly Identified as: RCT-280  
Public Information and Enquiries Program**

*Description:* Information on the planning, control and monitoring of information programs on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; the publication of guides, circulars and booklets for use by the general public; administrative policy and technical interpretations. *Topics:* Administrative application of interpretations of the *Income Tax Act* concerning reporting requirements for individuals, corporations and trusts; consultations with provinces on the content of information materials concerning provincial taxes, rebates, royalties and credits, both for the public and for departmental use; estimates and budgets; evaluation reports; person-year utilization; functional audits; suggestions for improvements to guides and booklets; administrative and operational communications to and from field operations; job descriptions; organization structures.

**RCT/PSB-150 Formerly Identified as: RCT-290  
Coverage Policy and Legislation**

*Description:* Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and *Unemployment Insurance Act*; research on Canada Pension Plan and Unemployment Insurance legislation; provisions of the *Income Tax Act* concerning source deductions, installment payments and related regulations. *Topics:* Taxability, pensionability and insurability of payments and status of individuals and employers; records of earnings and employment (including reports on monitoring visits and statistics).

**RCT/PSB-155 Formerly Identified as: RCT-300  
Source Deductions and Collections**

*Description:* Information on the planning and development of work programs, budgets, forecasts, production reports, policies and procedures dealing with late or delinquent taxpayer accounts; the development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems, including IPS (information processing system); the development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Collection cases (individual and corporate); data relating to prosecutions (failure to remit deductions at source); statistics (computer data on computer-based systems, e.g., PAYDAC, CINDAC, CORPAC); Auditor General queries; case law; demands for payments; taxability, pensionability and ensurability; information processing system; processing and verification of information returns; source deductions and collection programs; collections (general matters pertaining to

collection of accounts); federal Acts affecting collection techniques (e.g., *Bankruptcy Act*, *Bulk Sales Act*, *Bank Act*, *Employment Standards Act*); collection and control of petroleum and gas revenue and/or royalty subject to tax; summary of remuneration paid (T4/T4A return); return of amounts paid or credited to non-residents of Canada (NR4/NR4A return); information return — fisherman (T4F return); return of allocations and payments under employee profit-sharing plan (T4RSP).

**RCT/PSB-160 Formerly Identified as: RCT-310  
Revenue Accounting and Control**

*Description:* Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest, accounts receivable, including cash payments of tax, and refund and assessments; evaluation of programs and monitoring of operational units. *Topics:* *Income Tax Act* pertaining to the calculation of interest and penalties, and refunds; interest and penalties (correspondence with taxpayers); payment of tax (correspondence with taxpayers); monitoring visit reports; computer operations, general (reports and source documents on processing of financial transactions); matters pertaining to various aspects of operations.

**RCT/PSB-165 Formerly Identified as: RCT-320  
Payroll Audit and Enforcement**

*Description:* Information on payroll audit policy and procedures; operational and administrative guidance to field offices; monitoring statistics of non-resident tax audits, payroll audit enforcement and collection programs. *Topics:* Payroll audits (includes benefit, employment and income audits, regular payroll audits and non-resident tax audits and employment tax credit); withholding, remitting and reporting; monitoring of source deductions and collections activities; uncollectible debt reviews; operational and administrative communications to field operations.

**RCT/PSB-170 Formerly Identified as: RCT-330  
Technical Research and Enquiries**

*Description:* Information on the technical application of interpretations regarding collection of income tax, Canada Pension Plan contributions, Unemployment Insurance premiums and non-resident tax remittances; recommendations for legislative changes. *Topics:* Taxability, pensionability and insurability (allowances and benefits); projects and enquiries (specific projects undertaken and enquiries from the public); technical application of the *Income Tax Act* as it pertains to non-residents and of Regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act.

**RCT/PSB-175 Formerly Identified as: RCT-340  
Registry Programs and Procedures**

*Description:* Information on the development and publication of guidelines for enforcing statutes governing filing requirements for income tax and third-party information returns; on the processing of returns; on related computer systems; on storage and retrieval of returns through the on-line computerized charge-out system; on the internal file service to district offices and taxation centres; and on the security of returns. *Topics:* Individual taxpayer master file system (TAPMA) RCT/P-PU-040 which includes the following applications: Income and Deductions, TAPMA Ident, forward averaging amounts, refund cheque number, DELPAC Display, Summary of T1 Data, Intercept Display, Income and Deductions Print, Delinquent Action Print, TAPMA Print; Action Request: Delinquent Action, Set (or Down) Intercept, Set (or Down) RAP Inhibit, Select TAPMA Master for on-line display, Set (or Delete) CINDAC Stall Code; corporation master file system (CORPAC); surname, Social Insurance Number Query Program; T4 Amendment Query and Confirmation Program; filing requirements and policy relative to late



## DEPARTMENT OF NATIONAL REVENUE (TAXATION)

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filing penalties on information returns (T3 trust, T3D deferred profit-sharing plan or revoked plan information return and income tax return, T3P employees pension plan information return and income tax return, T3S supplementary unemployment benefit plan information return and income tax return, T3H-IND registered home ownership savings plan individual information return and income tax return, T3R-IND registered retirement savings plan individual information return and income tax return, T3R-IND registered retirement income fund individual information return and income tax return, T3R1 registered investment information return and income tax return, T4PS return of allocations and payments under employees' profit-sharing plan, T4 HOSP statement of registered home ownership savings plan income, T4 RIF return of income out of a registered retirement income fund, T1-CP return in respect of certified feature productions and certified short productions and T5 summary return of investment income), petroleum and gas procedures tax returns (PGRT1 and PGRT5) filing requirements; taxroll plans and programs; use of social insurance number; discounters, refund enquiries and tracing; public and internal forms review; confidentiality of income tax returns; security; paperwork management (paperburden).

**RCT/PSB-180** *Formerly Identified as:* RCT-350

### **Non-Filers or Late Tax Filers**

*Description:* Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Unit; interdepartmental referral selection and investigation of late and non-filers; special projects; matching third-party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action — individual and corporations, application of penalties for gross negligence (sub-section 163(1) of the *Income Tax Act*), assessments raised under subsection 152(7) of the *Income Tax Act* — arbitrary, bankrupt filers, computerized delinquent action system (DELPAC) and late and non-filer reporting system, prosecution for failure to file income tax returns, special delinquency action projects, identification of non-filers, methods of obtaining compliance and non-filers reporting system, other third-party information sources.

**RCT/PSB-185** *Formerly Identified as:* RCT-360

### **Taxroll Programs — Planning and Control**

*Description:* Information on taxroll objectives, work programs, budgets and administrative policy, program and achievement reports, monitoring statistics, analysis of taxroll activity, long-term strategic planning and evaluation of taxation centre and district office multi-year operational plan taxroll operations. *Topics:* Estimates and budgets (program forecast), time production codes, manpower utilization, signing authorities, workload planning and resource allocation, taxroll head office strategic planning, district offices and taxation centres.

**RCT/PSB-190** *Formerly Identified as:* RCT-370

### **Audit Programs — Planning, Development and Control of Programs; Resource Allocation**

*Description:* Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation and administrative policy. *Topics:* Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; district office organization for audit positions; liaison with other head office divisions and district offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations.

**RCT/PSB-195** *Formerly Identified as:* RCT-380

### **Audit File Selection and Computer Application**

*Description:* Information on the planning and control of national audit file selection programs; computer-based audit selection systems (Comscreen); computerized audit reporting systems; program tests in district offices and assistance provided to audit on computer

applications; computer-assisted audit programs. *Topics:* Selection of files for audit by manual screening; selection of files for audit by computer screenings; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for recording audit results (T20ST system); statistical sampling techniques for use on tax audits; computer-assisted audit techniques.

**RCT/PSB-200** *Formerly Identified as:* RCT-390

### **Non-compliance Research — Audit Projects Development and Co-ordination**

*Description:* Information on the reporting and co-ordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information. *Topics:* Audit techniques on specific projects; results information on each project on national, regional and district office basis; sources and types of information; exchanges of information with other government institutions.

**RCT/PSB-205** *Formerly Identified as:* RCT-400

### **Audit Quality Review and Technical Enquiries**

*Description:* Information on the review of completed audits by district offices to ensure high quality audits; special studies to monitor returns assessed to ensure uniform application of the legislation administered by the Department. *Topics:* Analyses of auditors' reports; studies to detect trends in audit approaches and techniques; evaluation of review procedures in district offices.

**RCT/PSB-210** *Formerly Identified as:* RCT-410

### **Audit Operations Evaluation**

*Description:* Information on audit production reports; analysis of audit results; and evaluation of district office audit operations. *Topics:* Evaluation criteria; functional audits and reports; statistical analyses of audit production reports; follow-up of management audit reports relating to audit operations.

**RCT/PSB-215** *Formerly Identified as:* RCT-420

### **Audit Research**

*Description:* Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. *Topics:* Audit techniques for small, medium and large businesses; studies of specific industries, industry-wide tax audits; inter-company pricing referrals; industry specialist program.

**RCT/PSB-220** *Formerly Identified as:* RCT-430

### **Technical Applications, Reassessing Policies and Procedures**

*Description:* Information on audit policy and procedures; the technical application of interpretations of the *Income Tax Act* and Regulations and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; technical enquiries received from district offices and taxpayers. *Topics:* Information on specific applications governing reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of enquiries on the application of legislation.

**RCT/PSB-225** *Formerly Identified as:* RCT-440

### **Audit Publications**

*Description:* Information on the preparation, co-ordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate; planning, development and presentation of technical training courses and seminars. *Topics:* Specific research files on each Taxation Operations Manual, handbook, information circular, branch letter, communiqué, and

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public and internal forms relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and publications to sections of the *Income Tax Act* and Regulations, departmental policy.

**RCT/PSB-230** *Formerly Identified as:* RCT-450  
**Business Equity Valuations and Real Estate Appraisals, Succession Duties; Estate Taxes**

*Description:* Information on valuation and appraisal policy, procedures, budgets, work programs and technical, operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, review, appeals, tax calculations; operational and financial data with certain applications including landbanks; technical application of interpretations relating to valuations, appraisals, estate tax and succession duties for individual cases; provincial assessment information.

**RCT/PSB-235** *Formerly Identified as:* RCT-460  
**Policy Formulation and Staff Development**

*Description:* Information on Special Investigations policy, objectives and technical training for criminal investigations. *Topics:* Liaison with other departments, head office divisions and district and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank RCT/P-PU-030 Tax Evasion Cases, is applicable to the subject of technical training only.)

**RCT/PSB-240** *Formerly Identified as:* RCT-470  
**Judicial Processes**

*Description:* Information on legal guidance on preparation of cases for court; case library; legal interpretations, jurisprudence arising from trials. *Topics:* Liaison with district offices and Department of Justice; court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this class of records pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases.)

**RCT/PSB-245** *Formerly Identified as:* RCT-480  
**Programs Operations**

*Description:* Information on technical assistance to district offices on special investigations; on case development and file review; on search warrant requests; on compliance projects; and on organized crime operations and publicity. *Topics:* Liaison with provincial and foreign governments, federal departments, head office divisions and district offices; case files and reports; co-ordination of special investigations projects; search authorities and retention orders; voluntary disclosures and informants' tax leads; financial information (in district offices) relating to criminal illegal activities; publicity on completed investigations. (All records in this class except for publicity on completed investigations pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases.)

**RCT/PSB-250** *Formerly Identified as:* RCT-490  
**Management Services**

*Description:* Information on Special Investigations coverage and work programs; production reports; statistical analysis of the special investigations activity and evaluation of district office operations. *Topics:* Liaison with other head office divisions and district offices; information and measurement systems; special investigation evaluation, results and statistics; production control.

**RCT/PSB-255** *Formerly Identified as:* RCT-500  
**Tax Avoidance**

*Description:* Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance schemes and arrangements; on the referral, selection, investigation and appeal of cases; on case material; and on jurisprudence arising from case trials. *Topics:* Tax avoidance — general; rejected referrals; reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; resource industry financing; income

splitting; loss companies; cattle feeding operations; dividend stripping; developer/agencies; control from Canadian resident to non-resident; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agent; management and personal corporations; multi-unit residential buildings (MURBs); commodity futures — straddles; selective dividends on special shares and artificial reduction of capital gains; associated corporations; Part II Tax. (This class of records contains information relating to Personal Information Bank RCT/P-PU-035 Tax Avoidance Cases.)

**RCT/PSB-260** *Formerly Identified as:* RCT-510  
**Competent Authority Double Taxation Cases**

*Description:* Information on the resolution of double taxation cases where both parties to a treaty may be proposing to tax the same income or have already taxed it, (an effort is made to resolve the problem between the two governments pursuant to provisions in the treaty); information on international joint audits. *Topics:* Separate case files for each competent authority request; case files for each simultaneous audit.

**RCT/PSB-265** *Formerly Identified as:* RCT-520  
**Electronic Data Processing Requirements**

*Description:* Information on the co-ordination of the planning efforts of the Systems Directorate; the procurement of departmental electronic data processing equipment; the provision of electronic data processing related training to programmers, analysts and computer operators. *Topics:* Data capture/enquiry devices management systems; directorate planning; systems requirement form administration; training policy and arrangements in general; departmental training; external training; in-house training; electronic data processing supplier contracts and supplier correspondence.

**RCT/PSB-270** *Formerly Identified as:* RCT-530  
**Computer Operations**

*Description:* Information on computer hardware (the various computer components); computer software (the programs that allow the computer to operate); operation of computer equipment and the administrative procedures used within the Computer Services Division. *Topics:* Procedure manuals for data control; tape library; computer room security; scheduling; computer operations (administrative); UNIVAC operations; computer output microfilm operations; Taxation Centre computer operations; production control and IBM/AMDHAL operations.

**RCT/PSB-275** *Formerly Identified as:* RCT-540  
**T1 (Individual Income Tax Return) Processing**

*Description:* Information on the development, implementation and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and related schedules initially submitted by taxpayers and of adjustments resulting from additional information supplied by the taxpayer or from verification initiated by the Department; issuing of notices of assessment or reassessment. *Topics:* Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual T1 (individual income tax returns) initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Taxation taxpayer master file (TAPMA) (Personal Information Bank RCT/P-PU-040); Taxation social insurance number information (Personal Information Bank RCT/P-PU-040); Taxation centralized individual accounting and collection master file (Personal Information Bank RCT/P-PU-055); financial input processing (FIP); matching discrepancy file slips.



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RCT/PSB-280 *Formerly Identified as:* RCT-550

### **Accounting and T2 (Corporation Tax Return) Processing**

*Description:* Information on the development, implementation and maintenance of all departmental electronic data processing accounting systems and procedures as well as T2 corporation tax return processing and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various head office divisions that have functional authority for the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, Canada Pension Plan and unemployment insurance; computerized and manual quarterly tax remittances from both individuals and corporations and collection action on tax owing; initial assessment and reassessment of corporation tax returns (T2 corporation master file).

RCT/PSB-285 *Formerly Identified as:* RCT-560

### **T1 (Individual Income Tax Return) Databases**

*Description:* Documentation in the form of database schemas, models and descriptions applicable to databases for T1 individual income tax return processing systems, financial input processing, and RAPID databases, as well as on-line program technical and quality assurance records. *Topics:* DDE — direct data entry systems; FIP — financial input processing; RAPID — rapid information for districts database; Personal Information Bank RCT/P-PU-045; database administration; quality assurance; common facilities; other miscellaneous programs.

RCT/PSB-290 *Formerly Identified as:* RCT-570

### **General Sector and Information Centre**

*Description:* Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information processing system (IPS) — T4 data capture; RAPID — rapid information for districts; enquiry programs for field offices into on-line tax data; Infocentre — development project to facilitate end-user access to data; technical services — use of programming techniques and utilities; operational record of file back-ups; library changes and also mass storage requirements; special projects — miscellaneous systems and programs such as Personal Information Bank RCT/P-PU-100 Taxation Centres Recruiting System.

RCT/PSB-295 *Formerly Identified as:* RCT-580

### **Information Systems**

*Description:* Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP (electronic data processing) systems (mainly statistical in nature), which are intended to enhance management effectiveness. In addition, a system is provided to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various head office divisions that have functional authority for the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; and also T4 and other information slip systems.

RCT/APP-300 *Formerly Identified as:* RCT-590

### **Programs Management**

*Description:* Information on policies, procedures, budgets, work programs and statistical controls and the monitoring and evaluation of district office and taxation centre appeals divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; forms and form letters; statistics on intake, production, workload and resources; seminars; conferences and meetings; program performance evaluations; projects.

RCT/APP-305 *Formerly Identified as:* RCT-600

### **Referrals — Objections**

*Description:* Information on the research and resolution of technical and complex matters referred by district office and taxation centre appeals divisions; on procedural instructions; on projects; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-310 *Formerly Identified as:* RCT-610

### **Appeals and Adverse Decisions**

*Description:* Information on instructions and assistance to the Department of Justice on the conduct of appeals to the courts; on consideration of adverse decisions; on procedural instructions; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-315 *Formerly Identified as:* RCT-620

### **Determinations and Appeals**

*Description:* Information on determination requests related to coverage and assessments payable by employers under the *Unemployment Insurance Act* and the Canada Pension Plan, and income tax assessments under objection on related matters. *Topics:* File contents may include the application and reasons for appeal, related documents from the district offices, Unemployment Insurance Commission, Pension Appeals Board, Department of Justice, Tax Court of Canada, Federal Court and/or Supreme Court. *Retrievability:* Case files are created and filed by taxpayer name. (Records in this class contain information relating to Personal Information Bank RCT/P-PU-075 Appeals Regarding the Canada Pension Plan, and *Unemployment Insurance Act*, 1971, and RCT/P-PU-080 Appeals Regarding Insurable Employment.)

RCT/MSB-320 *Formerly Identified as:* RCT-930

### **Revenue Reporting**

*Description:* Information on the analysis, distribution and reporting of tax revenue, such as federal and provincial income taxes, Canada Pension Plan contributions and Unemployment Insurance premiums. *Topics:* Assessed revenue (taxes for which an assessment notice is issued), such as federal-provincial tax sharing, Canada Pension Plan, Unemployment Insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Québec; petroleum and gas revenue tax, cash revenue, including reconciliation with the statement of collections from Supply and Services; tax deductions settlements with the Bank of Canada; Canada Pension Plan and Unemployment Insurance transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts; miscellaneous claims against the Crown.

RCT/MSB-901 *Formerly Identified as:* NO REFERENCE  
**Administration (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-903 *Formerly Identified as:* NO REFERENCE  
**Administrative and Management Services (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-905 *Formerly Identified as:* NO REFERENCE  
**Buildings and Properties (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-906 *Formerly Identified as:* NO REFERENCE  
**Buildings (New)**

*Description:* See Standard Classes of Records.



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RCT/MSB-907 *Formerly Identified as:* NO REFERENCE

**Lands (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-908 *Formerly Identified as:* NO REFERENCE

**Utilities (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-909 *Formerly Identified as:* NO REFERENCE

**Equipment and Supplies (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-910 *Formerly Identified as:* NO REFERENCE

**Furniture and Furnishings (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-911 *Formerly Identified as:* NO REFERENCE

**Office Appliances (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-912 *Formerly Identified as:* NO REFERENCE

**Procurement (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-914 *Formerly Identified as:* NO REFERENCE

**Finance (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-915 *Formerly Identified as:* NO REFERENCE

**Accounts and Accounting (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-917 *Formerly Identified as:* NO REFERENCE

**Budgets (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-918 *Formerly Identified as:* NO REFERENCE

**Personnel (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-919 *Formerly Identified as:* NO REFERENCE

**Classification of Positions (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-920 *Formerly Identified as:* NO REFERENCE

**Employment and Staffing (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-921 *Formerly Identified as:* NO REFERENCE

**Human Resources (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-922 *Formerly Identified as:* NO REFERENCE

**Occupational Health, Safety and Welfare (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-923 *Formerly Identified as:* NO REFERENCE

**Official Languages (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-924 *Formerly Identified as:* NO REFERENCE

**Pensions and Insurance (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-925 *Formerly Identified as:* NO REFERENCE

**Salaries and Wages (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-926 *Formerly Identified as:* NO REFERENCE

**Staff Relations (New)**

*Description:* See Standard Classes of Records.

RCT/MSB-927 *Formerly Identified as:* NO REFERENCE

**Training and Development (New)**

*Description:* See Standard Classes of Records.

### Deleted Classes of Records

RCT-80 Compliance Measurements System and Resource  
Allocation

RCT-950 Implementation of Taxation Centres

# **NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL**

## **Chapter 71**

# NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

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NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

(SER)

OPERATIONS SUPPORT

(OPS)

005 Organization and Planning  
010 Committees

GRANTS AND  
SCHOLARSHIPS  
ADMINISTRATION

(GSA)

015 Research Grants  
020 Research Infrastructure  
025 Research Manpower  
030 University-Industry Program  
035 Developmental Grants  
040 General Research Support

ACCESS TO INFORMATION  
CO-ORDINATOR  
NATURAL SCIENCES AND  
ENGINEERING RESEARCH COUNCIL  
200 KENT STREET  
OTTAWA, ONTARIO  
K1A 1H5



# NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

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## Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation established on May 1, 1978. Its purpose is to promote and assist research in the natural sciences and engineering, other than the health sciences, and to advise the Minister of State for Science and Technology on such research.

## Laws and Regulations

- Natural Sciences and Engineering Research Council Act

## Overall Responsibilities

The Council is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university researchers and graduate students. The objectives of the program are to promote and support the development and maintenance of research in the natural sciences and engineering and to ensure the provision of highly qualified manpower in these areas. Accordingly, the Council supports excellence in research for the creation of new knowledge in the natural sciences and engineering, promotes and supports the development of research in selected fields of regional and national importance and assists in the provision and development of highly qualified manpower.

The fields of research supported by the Natural Sciences and Engineering Research Council currently include, but are not necessarily limited to, agriculture, astronomy, biology, biotechnology, chemistry, communications, computing and information science, energy, engineering, environmental toxicology, food science, forestry, geography (physical), geology, industrial processes, kinesiology, materials sciences, mathematics (pure and applied), metallurgy, meteorology, nuclear sciences, oceanography, physics, psychology, space research and the statistical sciences.

The program of Scholarships and Grants in Aid of Research is divided into the six broad activities described below.

## Research Manpower Awards

These awards offer a wide range of awards, scholarships and fellowships to undergraduate and graduate students, postdoctoral fellows, scientists and engineers in universities and industry for advanced study, research or professional development. They are tenable in universities, industrial firms and other institutions in Canada and abroad.

## Research Grants

Research grants are awarded to individuals and groups for research expenses in support of a spectrum of research activities. Grant applications are adjudicated by experts on the basis of the research excellence of the applicants, the quality of the research proposals and, in some programs, the relevance of research projects to selected areas of national concern.

## Research Infrastructure Grants

These grants are awarded to individuals, groups and institutions to support the acquisition of research equipment and the development of special research facilities; they also promote and support the effective use, operation and maintenance of research facilities.

## University-Industry Program

The University-Industry Program supports a wide range of research and development activities that promote collaboration between university researchers and Canadian industry. The program, which represents a major expansion of NSERC's initiatives in university-industry co-operation, combines existing, expanded and new program elements under four major components: co-operative research and development activities, scholarships and fellowships, university-industry links, and the Canadian Microelectronics Corporation.

## Developmental Grants

Developmental grants support selected manpower, infrastructure and research initiatives negotiated with individuals, groups and institutions. They ensure a balanced development of the research and research-training capability in selected regions, institutions, disciplines or professions.

## General Research Support

This type of assistance includes grants to university presidents in support of local research, research infrastructure, manpower and other research-related activities. It also includes grants to support national and international scientific and engineering conferences, bilateral exchanges, international exchanges and international collaborative research projects, publications of scientific and engineering journals and original research manuscripts, promotional activities, travel and other miscellaneous activities.

## Other Programs

The Council also administers a number of programs on behalf of other agencies. These include NATO Science Fellowships, CIDA-NSERC Research Associateships, Fellowships in Meteorology and Atmospheric Sciences (on behalf of Environment Canada) and Visiting Fellowships in Canadian Government Laboratories (on behalf of all federal departments and agencies participating in the program).

## Organization

The Natural Sciences and Engineering Research Council is a Council composed of 22 members, appointed by the Governor-in-Council, who meet regularly to establish broad policies and provide guidance to its officers. The Council is headed by a President who is supported by a staff of 148 professionals and support personnel.

The Council operates through a system of committees (whose members are selected from the academic, governmental or industrial sectors) that advise on policies and programs, or review applications for grants and scholarships. Advisory committees are composed of both Council and non-Council members while selection committees are composed of experts in the areas under their purview and do not include Council members.

## Key Contacts

Additional information on NSERC operations, committees or activities can be obtained by contacting the Communications Directorate at (613) 995-5992.

For information on EDP files, please contact

Evaluation and Information Systems Directorate  
Natural Sciences and Engineering Research Council of  
Canada  
200 Kent Street  
Ottawa, Ontario  
K1A 1H5

# NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

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## Major Publications

The following documents and publications are also useful sources of information available to the public.

- What is NSERC?
- Report of the President
- List of Scholarships and Grants in Aid of Research
- Five-year Plan (period 1979-80 to 1984-85)
- Awards Guide — guidelines, eligibility
- Scholarships and Fellowships Guide — guidelines, eligibility
- Your NSERC Award (a guide for NSERC Scholarship recipients)
- Visiting Fellowships in Canadian Government Laboratories
- CONTACT (Newsletter)
- Guidelines for Membership on NSERC Selection Committees and Panels
- Report of the Task Force on Research Equipment in Universities
- Task Force on Infrastructure
- Summary of Equipment Grants Awarded to Universities in the Last Seven Years
- Summaries of Strategic Grants Projects (on-going and completed)
- Background Information and Guidelines for Grant Selection Committees
- Background Information and Guidelines for Advisory Panels
- Support on Research and Graduate Studies in Engineering
- Research Talent in the Natural Sciences and Engineering — Supply and Demand Projections to 1990
- Brief to the Royal Commission on the Economic Union and Development Prospects for Canada
- University and Industry: Partners in Research and Development (Pamphlet)
- Official Languages Annual Report
- Application forms for the various programs

## Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Natural Sciences and Engineering Research Council of  
Canada  
200 Kent Street  
Ottawa, Ontario  
K1A 1H5  
Telephone: (613) 995-6061

## Classes of Records

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SER/OPS-005 *Formerly Identified as:* NSERC-10  
**Organization and Planning (Revised)**

*Description:* Information related to the Council, its organizational structure, policy development, corporate and long-range planning and program evaluation activities. *Topics:* Legislation, terms of reference, policies, agenda and minutes of Council meetings, appointments and membership, organizational development, five-year plans and program evaluation. *Retrievability:* Files arranged by subject.

SER/OPS-010 *Formerly Identified as:* NSERC-20  
**Committees (Revised)**

*Description:* Records related to the membership, administration and activities of permanent, advisory and special purpose committees of Council and to the various selection committees and panels through

which NSERC operates its awards programs. *Topics:* Terms of reference, mandates, appointments and membership, agendas and proceedings, reports, recommendations and routine correspondence. *Retrievability:* Files arranged by subject or committee.

SER/GSA-015 *Formerly Identified as:* NO REFERENCE

### Research Grants (New)

*Description:* Information on case files — applications, evaluations by third parties, recommendations, decisions on proposals submitted, and routine forms and correspondence generated and received in administering the awards. Subject-filed records related to program planning and administration, regulations, procedures, eligibility criteria, correspondence with officials in universities, qualified research institutions and the other granting councils. *Topics:* Individual, team and project operating grants, New Research Idea Grants, Collaborative Special Project Grants, Strategic Grants and E.W.R. Steacie Memorial Fellowships. *Retrievability:* Applications arranged by applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication of information maintained on case files.

SER/GSA-20 *Formerly Identified as:* NO REFERENCE

### Research Infrastructure (New)

*Description:* Information on case files including applications, evaluations, recommendations, decisions, and forms and correspondence, statements and reports associated with administration of the awards. Subject-filed information on policies, procedures, regulations, eligibility criteria, priorities, liaison with universities. *Topics:* Equipment Grants, Major Equipment Grants, Major Installation Grants, and Infrastructure Grants. *Retrievability:* By applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication of information maintained on case files.

SER/GSA-025 *Formerly Identified as:* NO REFERENCE

### Research Manpower (New)

*Description:* Case files containing applications, evaluations, recommendations, decisions as well as forms and correspondence associated with the routine administration of the awards; subject-filed information related to program planning, regulations, policy, procedures, priorities, and eligibility criteria. *Topics:* University Undergraduate Summer Research Awards, Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation, 1967 Science and Engineering Scholarship, Postdoctoral Fellowships, NATO Fellowships, University Research Fellowships, Visiting Fellowships in Canadian government laboratories, Postgraduate Fellowships in Meteorology and Atmospheric Sciences. *Retrievability:* By applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication on magnetic tape of the data on individual case files.

SER/GSA-030 *Formerly Identified as:* NO REFERENCE

### University-Industry Program (New)

*Description:* Case files containing applications, proposals, evaluations, recommendations and decisions, routine forms and correspondence generated and received in the administration of the awards; subject-filed information on policies, regulations, procedures, eligibility, general correspondence with industry and university officials. *Topics:* Co-operative research and developmental projects, shared equipment and facilities, industrial research chairs, Senior Industrial Fellowship, Visiting Industrial Fellowships, university/industry workshops and seminars, affiliations, Industrial Undergraduate Summer Research Awards, Industrial Postgraduate Scholarship, Industrial Research Fellowships, and the Canadian Microelectronics Corporation. *Retrievability:* By applicant/recipient and program or by subject.

## NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

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SER/GSA-035 *Formerly Identified as:* NO REFERENCE

### **Developmental Grants (New)**

*Description:* Case files containing applications, proposals, evaluations, decisions, general correspondence and forms used to administer the programs; subject-filed records related to policy, procedure, program delivery, eligibility criteria and routine liaison with university officials.

*Topics:* Research Development Grants, Attachés de Recherche du CRSNG, isolation supplements, Forestry Project Grants, Forestry Postdoctoral Assistantships and northern supplements. *Retrievability:* By applicant/recipient, program and year.

SER/GSA-040 *Formerly Identified as:* NO REFERENCE

### **General Research Support (New)**

*Description:* Case files containing applications, proposals, evaluations, recommendations, decisions, routine forms and correspondence generated and received in the administration of the programs. *Topics:*

Scientific Publication Grants, Conference Grants, workshops and seminars, Travel Grants, General Research Grants, Bilateral Exchange Program, International Collaborative Research Grants, International Scientific Exchange Awards, CIDA/NSERC Research Associateships and special activities. *Retrievability:* By applicant/recipient, program and year.

### **Deleted Classes of Records**

- NSERC-30 Grants Administration
- NSERC-40 Visiting Fellowships in Canadian Government Laboratories — Administration
- NSERC-50 Scholarships and Fellowships Administration
- NSERC-60 International Scientific Exchanges
- NSERC-70 Bilateral Exchanges with Other Countries





# **NORTHERN CANADA POWER COMMISSION**

## **Chapter 72**

# NORTHERN CANADA POWER COMMISSION

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NORTHERN CANADA POWER COMMISSION

(NCP)

CORPORATE AND  
PUBLIC AFFAIRS

(CPA)

005 Marketing

OPERATIONS AND  
ENGINEERING

(OEB)

010 Operations  
015 Buildings, Structures and  
Grounds  
020 Development and  
Investigation  
025 Distribution and  
Transmission  
030 Environmental, Social and  
Historical Factors  
035 Equipment and Supplies  
040 Hydraulic Structures and  
Facilities  
045 Production and Treatment  
050 Transportation  
055 Construction —  
Major Improvements

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
NORTHERN CANADA POWER  
COMMISSION  
7909-51ST AVENUE  
P.O. BOX 5700, STATION L  
EDMONTON, ALBERTA  
T6C 4L8



# NORTHERN CANADA POWER COMMISSION

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## Background

The Northern Canada Power Commission is a federal Crown corporation which operates under authority of the *Northern Canada Power Commission Act*. It is concerned with planning, constructing and managing public utilities, primarily electrical, on a commercial basis. For this purpose, it is empowered to survey utility requirements and construct utility plants in the Northwest Territories, the Yukon Territory and, subject to the approval of the Governor-in-Council, elsewhere in Canada.

## Overall Responsibilities

The Commission is the principal producer of electricity north of 60° and operates the main transmission networks in the Yukon and the Northwest Territories. Heat, water and sewage service utilities are operated at Inuvik, N.W.T. Wholesale heat supply is provided to the government of the Northwest Territories for distribution at Frobisher Bay. Residual heat recovery systems are operated at several locations.

The Commission's head office is located in Edmonton, Alberta. Regional offices are located in the territorial capitals of Yellowknife, Northwest Territories and Whitehorse Yukon Territory. It is a requirement of the Act that operations of the Commission shall be self-sustaining within each rate zone as defined in the Act. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest and principal payments on loans made to the Commission, operating, maintenance, administrative and all other expenses and contingency allowances. A 1975 amendment to the Act enables the Commission to charge rates for utilities on a zone basis to cover the costs outlined above.

## Access Procedures

Please direct all formal requests under the *Access to Information Act* to

Access to Information and Privacy Co-ordinator  
Northern Canada Power Commission  
7909-51st Avenue  
P.O. Box 5700, Station L  
Edmonton, Alberta  
T6C 4J8  
Telephone:(403) 465-3377

## Corporate and Public Affairs Branch

In the area of marketing, this branch is responsible for the development and planning of energy policies; customer services; negotiation of bulk sales contracts; utility rate reviews; service studies; and market forecasts. In the area of corporate development it is responsible for the review of environmental, social, technical and legal aspects of proposed construction projects; communication with territorial and public utility boards; liaison and consultation with outside agencies and interest groups; monitoring acquisition of property and rights-of-way; regulations; review of needs arising from Orders-in Council; corporate communication; drafting of contracts; and public relations.

## Operations and Engineering Branch

This branch is responsible for the development and administration of programs for the operation and preventive maintenance of hydro and thermal generation installations, supervision of major maintenance projects, project planning and development.

## Manuals

- Standard Procedures Manual

## Classes of Records

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NCP/CPA-005    *Formerly Identified as:*    NCPC-10  
**Marketing**

*Description:* Information on the marketing of utilities in the north. *Topics:* Customer relations; energy exports; supply and demands; sales data and potential sales of energy; surveys and studies; categories and utility rates; commissions and companies; distribution of rate schedules; public utility boards — interventions, proceedings; boards — Northwest Territories, Yukon; rate structures; submissions and interventions on proposed rate changes.

NCP/OEB-010    *Formerly Identified as:*    NCPC-20  
**Operations**

*Description:* Information on the general operations of the Commission. *Topics:* Preventive maintenance; task force agreements; catalogues and price lists; climatology; weather reports; consultants; co-operation and liaison; geography; geology; hydraulic studies; reports and statistics — daily, monthly, weekly, yearly; studies and surveys.

NCP/OEB-015    *Formerly Identified as:*    NCPC-30  
**Buildings, Structures and Grounds**

*Description:* Information on the erection, maintenance and repair of all buildings including the maintenance of the grounds. *Topics:* Control centres; powerhouses; elevators; sub-stations; tank farms; utilidors water treatment plants.

NCP/OEB-020    *Formerly Identified as:*    NCPC-40  
**Development and Investigation**

*Description:* Information on investigation and development of potential hydro sites. *Topics:* Permafrost; Alberta grid tie line; off-shore oil; energy alternatives — coal, oil, gas, wind generators; specific investigations.

NCP/OEB-025    *Formerly Identified as:*    NCPC-50  
**Distribution and Transmission**

*Description:* Information on investigation and construction of transmission and distribution lines. *Topics:* Canadian Electrical Code; standards; investigations on potential distribution line; future housing sites; land clearing; poles; street lighting; transformers; transmission lines; distribution lines.

NCP/OEB-030    *Formerly Identified as:*    NCPC-60  
**Environmental, Social and Historical Factors**

*Description:* Information on preservation of the environment, including fish management, land use and pollution. *Topics:* Disasters; fish protection — spawning grounds, ladders, land use and community impact; pollution — fuel oil spills, PCBs, noise and smoke.

NCP/OEB-035    *Formerly Identified as:*    NCPC-70  
**Equipment and Supplies**

*Description:* Information on equipment and supplies for producing electricity, including maintenance and repairs. *Topics:* Generators, batteries and accessories; furnaces and accessories; cranes; ballast (regulator); meter and meter pipes; prime mover (by stock number, manufacturer or unit); remote control; gear assembly and accessories; supplies — tools, containers, lubricant and fuel.

NCP/OEB-040    *Formerly Identified as:*    NCPC-80  
**Hydraulic Structures and Facilities**

*Description:* Information on the construction, maintenance and repair of hydraulic structures and facilities to operate a hydro plant. *Topics:* Dams; fish facilities — ladders, spawning grounds, hatcheries, reservoirs, permits, licences, water boards, surveys and studies.

## NORTHERN CANADA POWER COMMISSION

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NCP/OEB-045 *Formerly Identified as:* NCPC-90

### **Production and Treatment**

*Description:* Information on the production and treatment of electricity. *Topics:* Electricity; conservation; residual heat — produce cultivation experimental programs; central heating by steam and hot water; domestic water treatment and sewage systems.

NCP/OEB-050 *Formerly Identified as:* NCPC-100

### **Transportation**

*Description:* Information on the transportation of materials by air, land or water. *Topics:* Facilities; courier service; charter services; roadways; seaways and shipping lists.

NCP/OEB-055 *Formerly Identified as:* NCPC-110

### **Construction — Major Improvements**

*Description:* Information on major construction or improvement projects. *Topics:* Investigations; public relations; commissioning; meetings process reports — mechanical, electrical and civil; design — remote control and communications, financial transactions and costs; tenders and contracts; environmental issues — land, water licences, fish hatcheries.

# **NORTHERN PIPELINE AGENCY**

## **Chapter 73**



# NORTHERN PIPELINE AGENCY

## NORTHERN PIPELINE AGENCY (NPA)

### OFFICE OF THE COMMISSIONER

(COM)

005 Policy

### OFFICE OF THE DESIGNATED OFFICER

(ODO)

040 Delegated Authorities

### SOCIO-ECONOMIC AND ENVIRONMENT UNIT

(SEE)

060 Socio-economic Issues  
065 Social and Cultural Issues  
070 Environment  
075 Manpower

### ENGINEERING DESIGN UNIT

(EDU)

095 Engineering Design and  
Development  
100 Engineering and Operational  
File

### OFFICE OF THE ADMINISTRATOR

(ADM)

010 Secretariat Operations  
015 Advisory Councils  
020 Yukon Regional Office  
025 British Columbia Regional  
Office  
030 Legal Affairs  
035 Public Affairs

### POLICY AND PROGRAMS UNIT

(TRA)

045 Logistics Transportation  
050 Government Programs  
055 Industrial Benefits

### SCHEDULING AND REGULATORY UNIT

(SRU)

080 Surveillance Information  
085 Right-of-Way  
090 Project Scheduling and  
Monitoring

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
NORTHERN PIPELINE AGENCY  
STATION 210, CENTENNIAL  
TOWERS,  
200 KENT STREET  
OTTAWA, ONTARIO  
K1A 0E6

# NORTHERN PIPELINE AGENCY

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## Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the *Northern Pipeline Act* in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies.

## Overall Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields the maximum economic and industrial benefit for Canadians with the least amount of social and environmental disruption. The Act directs the Agency specifically to take account of the local and regional interests of residents, particularly native residents, in areas through which the pipeline will pass.

The Agency was designed to act as a single window in all dealings between federal authorities and the Foothills Group of Companies and in relationships involving provincial and territorial governments in Canada, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. One exception involves responsibilities reserved exclusively to the National Energy Board or shared between the Board and the Agency. A member of the Board serves as its designated officer within the Agency to exercise certain powers of the Board with respect to the project.

In addition, the Agency works closely with other arms of the federal government and other levels of government in Canada to co-ordinate the wide range of activities that come within the respective jurisdictions. These contacts are supplemented by quarterly meetings of the Federal-Provincial-Territorial Consultative Council, established under the Act.

## Key Contacts

Informal requests for information may be directed to

Public Relations Advisor  
Northern Pipeline Agency  
Station 210, Centennial Towers  
200 Kent Street  
Ottawa, Ontario  
K1A 0E6  
Telephone: (613) 993-7466

## Access Procedures

Please direct all formal requests under the *Access to Information Act* to

Access to Information Co-ordinator  
Northern Pipeline Agency  
Station 210, Centennial Towers  
200 Kent Street  
Ottawa, Ontario  
K1A 0E6  
Telephone: (613) 993-7466

## Office of the Commissioner

As agency headquarters, the office provides support to both the Minister and the Commissioner. It is responsible for development of, and consultation on major policy issues with the United States, the provinces and federal departments and agencies concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

## Office of the Administrator

This unit exercises such powers and performs such duties and functions as the Minister may specify. It oversees and develops the operational (as opposed to the strict policy) functions of the Agency and deals day to day with operating staff in Calgary, Whitehorse and Vancouver; with the Foothills Group of Companies in Calgary; and through regional administrators in Whitehorse and Vancouver, with the governments of the Yukon Territory and British Columbia. It is also responsible for all matters, external and internal, pertaining to the operational role of the Northern Pipeline Agency, including personnel Alaska Highway Gas Pipeline Project public hearings, and public and media relations.

## Office of the Designated Officer

This unit carries out all the responsibilities specifically required under the *Northern Pipeline Act*, such as the terms and conditions of the pipeline certificates (the issue of formal communications with the companies in the form of orders, directives and approvals) as well as those delegated under certain sections of the *National Energy Board Act*. This unit brings to the Agency all of the powers, duties and functions of the National Energy Board in matters of planning, design, construction and inspection of the pipeline. It also administers the Agency's field surveillance program and provides direction to surveillance teams to ensure compliance with social, economic and environmental terms and conditions as required under the Act.

### Manuals

- Schedule III to the Northern Pipeline Act
- Engineering and Technical Orders
- Socio-economic Terms and Conditions
- Environmental Terms and Conditions
- Designated Items — Procurement Program

## Policy and Programs Unit

This unit is responsible for most aspects of the Agency's operational role not assigned by statute to the deputy administrator and designated officer, and for contributing to those orders, directions and approvals for the designated officer requiring the Minister's concurrence. It is also responsible for socioeconomic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, and manpower planning and logistical matters related to the project. It holds special policy responsibilities for the internal planning and administration of the Agency in financial management and administration.

### Manuals

- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics — August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics — August 1980

## Socio-economic and Environment Unit

This unit acts as liaison with various public interest groups and territorial, provincial and federal bodies; advises on socioeconomic and environmental policies and procedures; administers terms and conditions; carries out socioeconomic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It also advises the Northern Pipeline Agency, federal, provincial and territorial government departments, community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

# NORTHERN PIPELINE AGENCY

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## Scheduling and Regulatory Unit

This unit oversees the project scheduling and cost control procedures involved in building the Alaska Highway Gas Pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project scheduling, project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board as well as the issue of permits and orders to ensure correct technical content.

### Manuals

- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- Consolidated Monthly Progress Reports
- Phase I Progress Report
- Final Design Cost Estimate Prebuild, Western Leg — April 1980
- Final Design Cost Estimate Phase I, Eastern Leg — December 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission — September 1980
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

## Engineering Design Unit

This unit has the responsibility for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is also responsible for the approval of all engineering design of the pipeline as well as providing direction to personnel who will ensure that the Company conforms with the engineering requirements, orders, specifications and terms and conditions in the construction of the pipeline.

### Manuals

- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake
- Flow Studies
- Crossings
- Regulatory Submission Schedules
- Compressor Stations
- Operator's Manual
- Monitoring Procedures
- Pipeline and Compressor Testing and Acceptance Plans
- Commissioning
- Leave to Open

## Classes of Records

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NPA/COM-005 *Formerly Identified as:* NPA-10  
**Policy**

*Description:* Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation.

NPA/ADM-010 *Formerly Identified as:* NPA-20  
**Secretariat Operations**

*Description:* Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. *Topics:* Corporations, companies and firms; government liaison; public relations.

NPA/ADM-015 *Formerly Identified as:* NPA-30

### Advisory Councils

*Description:* Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the *Northern Pipeline Act*.

NPA/ADM-020 *Formerly Identified as:* NPA-40

### Yukon Regional Office

*Description:* Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA/ADM-025 *Formerly Identified as:* NPA-50

### British Columbia Regional Office

*Description:* Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA/ADM-030 *Formerly Identified as:* NPA-60

### Legal Affairs

*Description:* Information on the administration of legal matters; also opinions and decisions. *Topics:* Policy; Commissioner of Oaths; interpretation and application of legislation.

NPA/ADM-035 *Formerly Identified as:* NPA-70

### Public Affairs

*Description:* Information on NPA public relations, community information, media liaison and employee communications. *Topics:* Information services; advertising; communications strategies.

NPA/ODO-040 *Formerly Identified as:* NPA-80

### Delegated Authorities

*Description:* Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. *Topics:* Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the *Northern Pipeline Act*. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-045 *Formerly Identified as:* NPA-90

### Logistics Transportation

*Description:* Information on logistical plans and activities from the standpoint of their effects on transportation systems. *Topics:* Transportation — pipe; air transportation systems; rail transportation systems. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-050 *Formerly Identified as:* NPA-100

### Government Programs

*Description:* Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. *Topics:* Permits and orders; land tenure and use; field surveillance scheduling and administration. *Retrievability:* Files arranged by subject and construction zone.



## NORTHERN PIPELINE AGENCY

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NPA/TRA-055 *Formerly Identified as:* NPA-110

### **Industrial Benefits**

*Description:* Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. *Topics:* Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. *Retrievability:* Files arranged by subject and construction zone.

NPA/SEE-060 *Formerly Identified as:* NPA-120

### **Socio-economic Issues**

*Description:* Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. *Topics:* Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SEE-065 *Formerly Identified as:* NPA-130

### **Social and Cultural Issues**

*Description:* Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. *Topics:* Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-070 *Formerly Identified as:* NPA-140

### **Environment**

*Description:* Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. *Topics:* Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, ice. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-075 *Formerly Identified as:* NPA-150

### **Manpower**

*Description:* Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. *Topics:* Information and recruitment; native hiring and opportunities; training

and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-080 *Formerly Identified as:* NPA-160

### **Surveillance Information**

*Description:* Information on the day-to-day operations associated with pipeline and station construction. *Topics:* Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-085 *Formerly Identified as:* NPA-170

### **Right-of-Way**

*Description:* Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. *Topics:* Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. *Retrievability:* Files arranged by subject and construction zone.

NPA/SRU-090 *Formerly Identified as:* NPA-180

### **Project Scheduling and Monitoring**

*Description:* Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. *Retrievability:* Files arranged by construction zone.

NPA/EDU-095 *Formerly Identified as:* NPA-190

### **Engineering Design and Development**

*Description:* Information on the engineering design and development necessary before the construction of the pipeline. *Topics:* Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. *Retrievability:* Files arranged by subject and construction zone.

NPA/EDU-100 *Formerly Identified as:* NPA-200

### **Engineering and Operational File**

*Description:* Information on all engineering aspects associated with the operational phase of the pipeline. *Topics:* Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. *Retrievability:* Files arranged by subject and construction zone.



# **NORTHWEST TERRITORIES WATER BOARD**

## **Chapter 74**



# NORTHWEST TERRITORIES WATER BOARD

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## Background

The Northwest Territories Water Board was established under Section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the Regulations have been made since: one on January 15, 1974, and the other on July 17, 1975.

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor-in-Council, are most directly concerned with the management of the water resources in the Northwest Territories; and at least six persons named by the Commissioner-in-Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, Northwest Territories, on April 18, 1972.

## Overall Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act, an application must be made to the Board and either an Authorization or Licence issued prior to the use of any waters or disposal of any water-borne waste.

The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire, or on an emergency basis, for controlling or preventing a flood.

## Organization

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development. It is headed by the controller, and includes the supervisor of pollution control, the supervisor of licensing and approvals, a hydrologist and a biologist. Technical and administrative support staff assist these professionals in carrying on the Board activities. A Technical Advisory Committee was established on October 17, 1973, to provide a forum for the discussion of technical matters related to applications for use of water.

## Access Procedures

Please direct formal requests under the *Access to Information Act* to

Access to Information Co-ordinator  
Northwest Territories Water Board  
Precambrian Building, 9th Floor  
P.O. Box 1500  
Yellowknife, N.W.T.  
X1A 2R3  
Telephone: (403) 920-8191

# **PACIFIC PILOTAGE AUTHORITY**

## **Chapter 75**

# PACIFIC PILOTAGE AUTHORITY

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PACIFIC PILOTAGE AUTHORITY  
(PPA)

OPERATIONS  
(OPE)

005 Pilotage Services  
010 Tariffs

ACCESS TO INFORMATION  
CO-ORDINATOR  
PACIFIC PILOTAGE AUTHORITY  
SUITE 300  
1199 WEST HASTINGS STREET  
VANCOUVER, BRITISH COLUMBIA  
V6E 4G9



# PACIFIC PILOTAGE AUTHORITY

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## Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council, and was proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Pacific Pilotage Authority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

## Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Authority By-laws

## Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interests of safety, an efficient and economical pilotage service within its geographical boundaries — all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

## Organization

The Pacific Pilotage Authority consists of a chairman and six members appointed by the Governor-in-Council. The Authority's head office is located in Vancouver, British Columbia. All management services, administrative, personnel, financial, contracts and purchasing, are provided by the Vancouver office.

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Pacific Pilotage Authority  
1199 West Hastings Street  
Suite 300  
Vancouver, British Columbia  
V6E 4G9  
Telephone: (604) 666-6771

## Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

### Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

## Operations Branch

The function of the branch is to provide pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

### Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

## Classes of Records

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PPA/OPE-005    *Formerly Identified as:*    PPA-10

### Pilotage Services

*Description:* Information on the provision of pilotage services within the Pacific Region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; accident reports; collective agreements; international shipping affairs.

PPA/OPE-010    *Formerly Identified as:*    PPA-20

### Tariffs

*Description:* Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.



# **PENSION APPEALS BOARD**

## **Chapter 76**



## PENSION APPEALS BOARD

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### Background

This tribunal was constituted by the Parliament of Canada pursuant to an agreement with the government of Québec whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan (CPP); from decisions of the Minister of Revenue of Québec, and in some circumstances, from decisions of La Commission des Affaires Sociales under the Québec Pension Plan (QPP).

The *Access to Information Act* does not apply to any material held by the Board which has to do with appeals arising under the Québec Pension Plan. The enquirer in such cases should be directed to the pertinent officials of that province.

All decisions of this Board with respect to the Canada or Québec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) Canadian Employment Benefits and Pension Guide Reports, Vol. II, pages 5951 (et seq.) Both these documents and the decisions of the Board are held by the department involved. Any enquiries should be directed to them.

### Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Pension Appeals Board  
P.O. Box 8567  
Postal Terminal  
Ottawa, Ontario  
K1G 3H9  
Telephone: (613) 995-0612

### Classes of Records

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PAB/PAB-005    *Formerly Identified as:*    PAB-10

#### Appeals

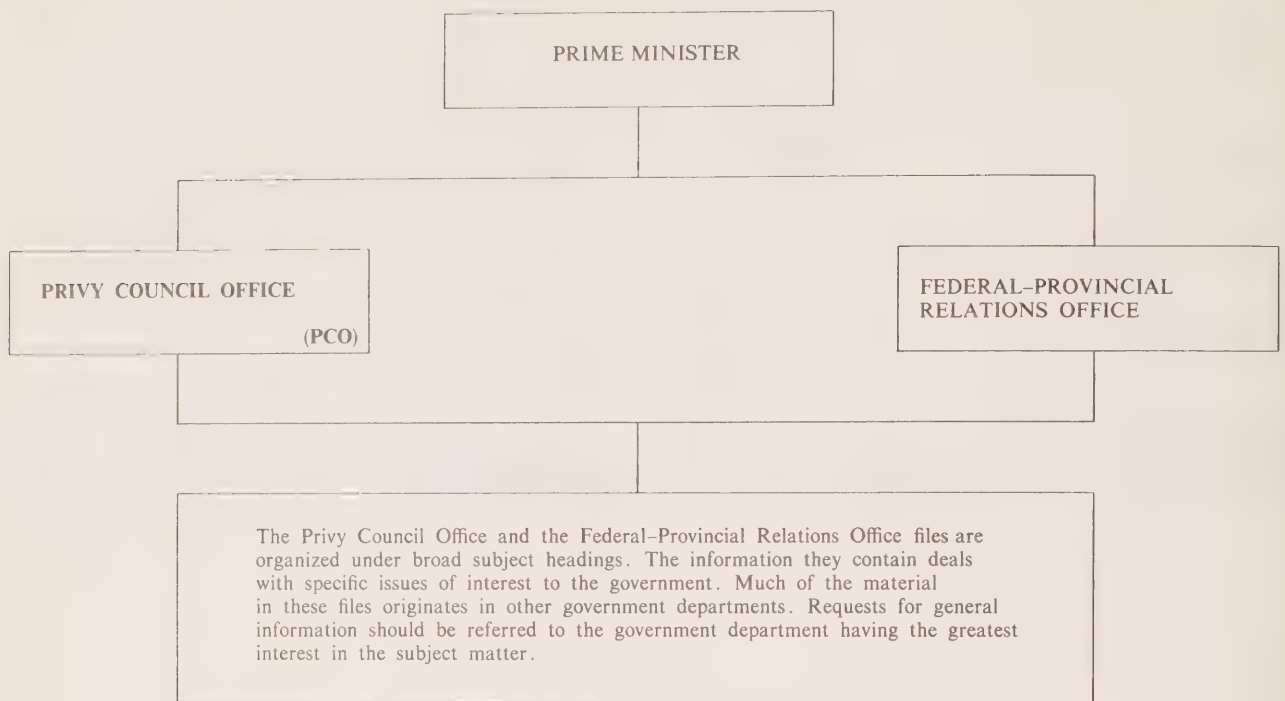
*Description:* Information on proceedings before the Pension Appeals Board. *Topics:* A completed file normally contains the notice of appeal; the reply to the notice of appeal; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal.

# **PRIVY COUNCIL OFFICE**

## **Chapter 77**

## PRIVY COUNCIL OFFICE

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ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
PRIVY COUNCIL OFFICE  
ROOM 409, BLACKBURN BUILDING  
85 SPARKS STREET  
OTTAWA, ONTARIO  
K1A 0R3



# PRIVY COUNCIL OFFICE

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## Background

When the responsibilities of Clerk of the Privy Council were defined in 1935, the duties included the preparation of Orders and Minutes of Council and general overseeing and direction of the Office of the Privy Council. The increase in the work of the Cabinet as a result of the Second World War made it necessary to make provision for a Secretary to the Cabinet. The Secretary was to collect and organize agenda for Cabinet meetings, provide the information and materials necessary for the Cabinet deliberations and prepare the results for communication to the departments concerned.

The Privy Council Office (PCO) came into being as a result of an Order-in-Council in 1940, which added the duties of Secretary to the Cabinet to those of Clerk of the Privy Council. Today, the PCO acts as a central agency providing a link between the Prime Minister, the Cabinet and the public service. The Office provides essential services to the Prime Minister, Cabinet, and Cabinet committees.

## Laws and Regulations

- Minutes of Council (PC 3374, October 25, 1935)
- Order-in-Council (PC 1940-1121E, March 25, 1940)

## Overall Responsibilities

The Privy Council Office has two main functions. One has to do with the operation of the Queen's Privy Council of Canada and primarily involves advice to the Governor General and the production of Orders-in-Council. The second has to do with the operation of Cabinet and the committees of Cabinet.

For the purpose of the *Financial Administration Act*, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council/Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service.

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions.

The overall responsibilities of the Office may be summarized as follows:

- the co-ordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairmen of committees;
- liaison with departments and agencies of government on Cabinet matters;
- undertaking of special studies on matters of current public policy concern as required; this includes participation in interdepartmental committees of officials through the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- support and advice to the Prime Minister on prime ministerial prerogatives, and responsibilities for the organization of the Government of Canada;
- advice to the Prime Minister on national security and intelligence matters, as well as the preparation of emergency planning in anticipation of national disasters or other emergencies requiring support of the responsible civilian authority;
- the examination of submissions to the Governor-in-Council to ensure conformity with policy and legal requirements, and the preparation of draft orders; and
- duties related to regulations made under the *Statutory Instruments*

*Act* including the examination revisions, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

## Organization

The Privy Council Office is separated into two main branches: Plans and Operations. The Plans Branch assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government. The Operations Branch is responsible for managing the business of Cabinet and Cabinet committees. Each committee has a corresponding secretariat that provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

The Senior Personnel Secretariat serves as the personnel section for the selection and appointment of senior officers in Governor-in-Council positions. The Prime Minister's responsibility for the safeguarding of the integrity of the nation is supported by the Security and Intelligence Secretariat.

The Orders-in-Council section provides documentary and legal support to the Governor-in-Council.

## FEDERAL-PROVINCIAL RELATIONS OFFICE

### Background

The Federal-Provincial Relations Office (FPRO) was established on January 15, 1975, by *An Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council*. The unit had previously functioned as the Federal-Provincial Relations Secretariat in the Privy Council Office. It is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by two deputy secretaries, reports directly to the Prime Minister.

### Organization

The FPRO has five principal components: a secretariat responsible for liaison with the provinces, a secretariat responsible for policy development, two additional secretariats dealing with economic and social policy and programs, and an Office of Aboriginal Constitutional Affairs.

### Overall Responsibilities

The functions of the FPRO are to advise and assist the Prime Minister regarding overall responsibility for federal-provincial relations, to provide the Cabinet with assistance in examining federal-provincial issues of current and long-term concern, and to promote and facilitate federal-provincial co-operation and consultation. The FPRO also provides assistance to federal ministers, departments and agencies in the conduct of their relations with provincial governments.

### Access Procedures

The Access and Privacy Co-ordinator for the Privy Council Office oversees both the access to information and the privacy of information functions. Requests for access to records under the *Access to Information Act* should be sent to

## PRIVY COUNCIL OFFICE

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Access to Information and Privacy Co-ordinator  
Privy Council Office  
Blackburn Building, Room 409  
85 Sparks Street  
Ottawa, Ontario  
K1A 0A3  
Telephone: (613) 992-5245

Requests for access to records of the Federal-Provincial Relations Office under the *Access to Information Act* should be sent to

Access to Information and Privacy Co-ordinator  
Privy Council Office  
Federal-Provincial Relations Office  
Blackburn Building, Room 409  
85 Sparks Street  
Ottawa, Ontario  
K1A 0A3  
Telephone: (613) 992-5245

### Classes of Records

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#### Privy Council Office

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Much of the material on these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are therefore records in the public domain. Requests for this material should not be made under the provisions of the *Access to Information Act*.

#### Exclusion or Exemption of Records

Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain advice or recommendations may be exempted by a government institution pursuant to Section 21. Both these sections refer to records that are less than 20 years old.

#### Federal-Provincial Relations Office

The files held by the Federal-Provincial Relations Office are organized under broad subject headings. The information they hold deals with specific issues of interest to the government from time to time. Much of the material on these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

#### Exclusion or Exemption of Records

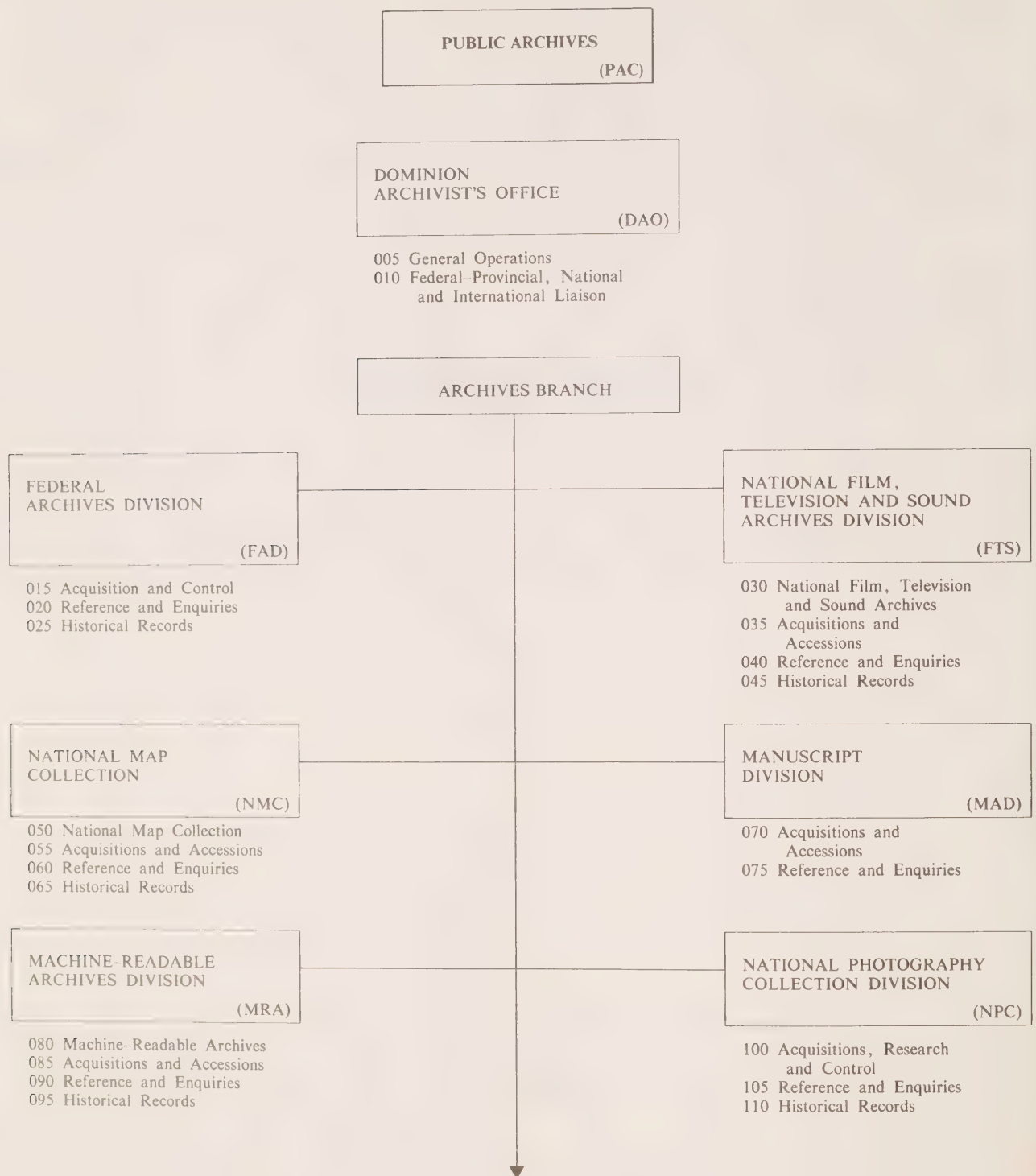
Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain information whose release could be injurious to the conduct by the Government of Canada of federal-provincial affairs may be exempted by a government institution pursuant to Sections 21 and 14.

# **PUBLIC ARCHIVES**

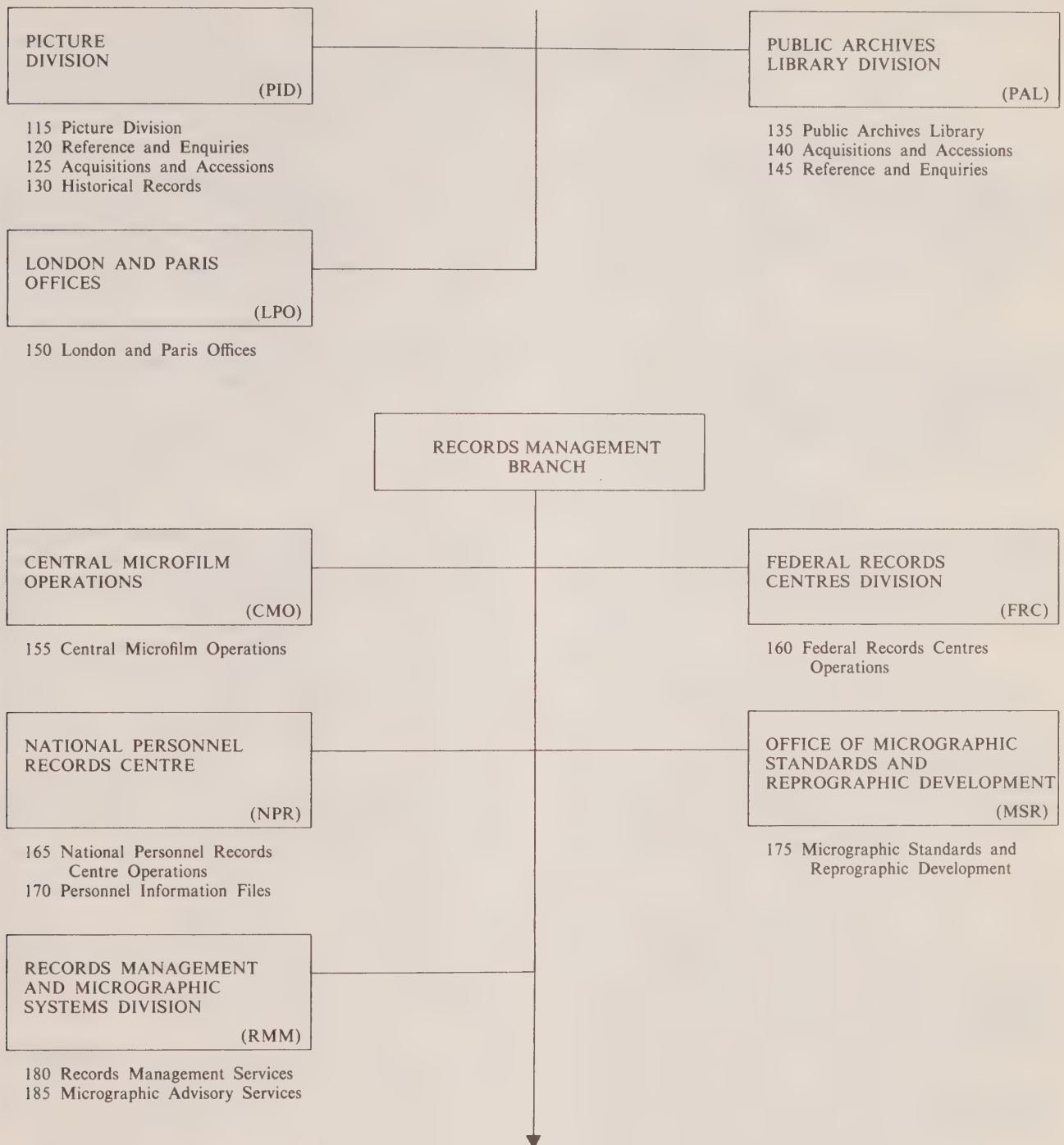
## **Chapter 78**



# PUBLIC ARCHIVES

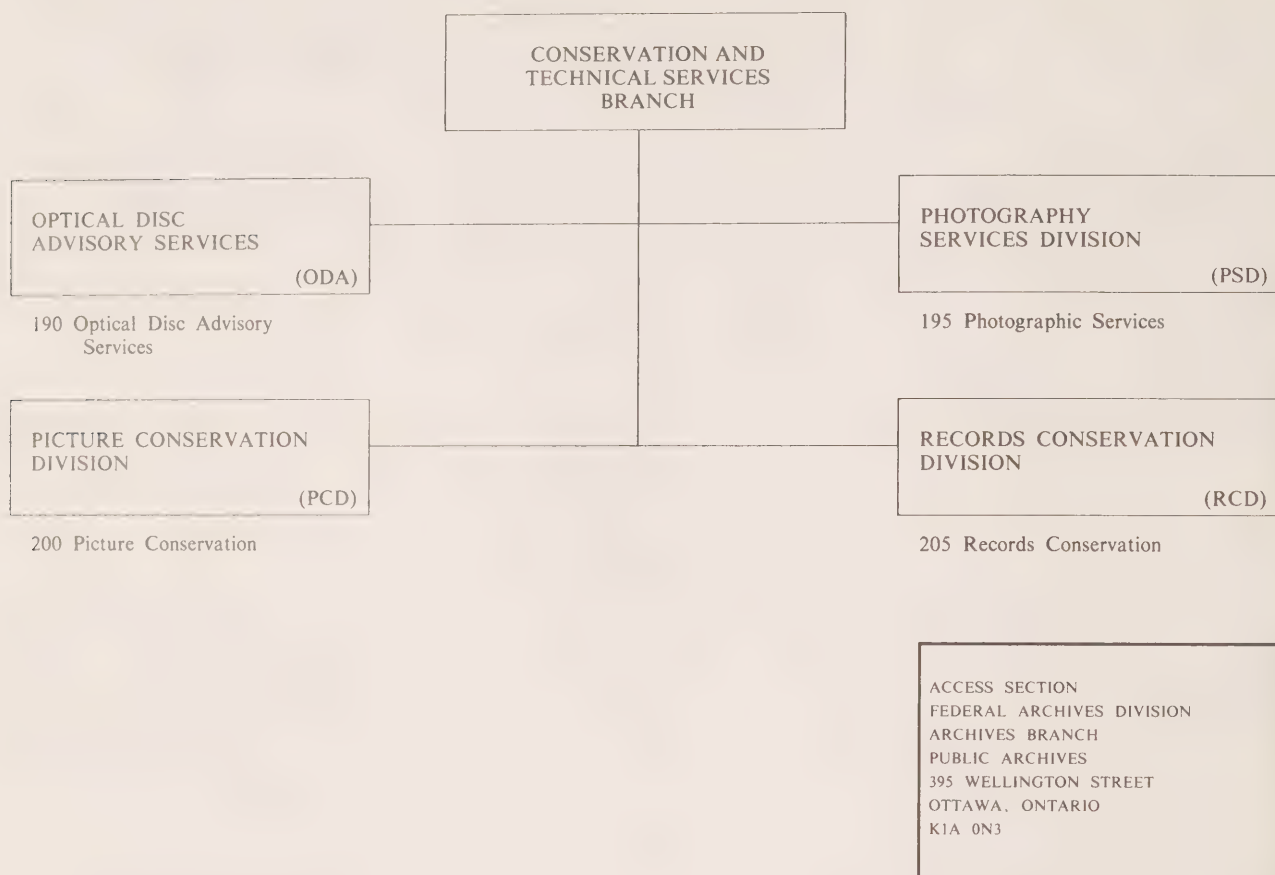


## PUBLIC ARCHIVES



## PUBLIC ARCHIVES

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## Overall Responsibilities

Public Archives Canada (PAC) has a dual role. First, as a research institution, it is responsible for acquiring, from any source, all significant archival material of every kind, nature and description on all aspects of Canadian life, and for providing suitable research services and facilities to make this material available to the public.

This broad mandate obliges the Public Archives to preserve material both from the private sector and federal government institutions. The classes of records described in this publication, however, do not include material placed in the Public Archives by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives.

The Public Archives plays an equally important role in the efficient management of federal government records. In addition to contributing to overall efficiency, these activities provide for the preservation of an administrative memory by documenting current and former government activities.

## Laws and Regulations

- Public Archives Act (1912)

## Organization

The Public Archives is directed by the Dominion Archivist, who is the deputy head, supported by an assistant dominion archivist and four directors-general heading the three operational branches and the administration branch. The Dominion Archivist reports to the Minister of Communications.

The Archives Branch consists of eight divisions: Federal Archives; National Film, Television and Sound Archives; National Map Collection; Manuscripts Division; Machine-Readable Archives; National Photography Collection; Picture Division; and Public Archives Library. The branch also maintains offices in London and Paris.

The Records Management Branch consists of: Central Microfilm Operations; Federal Records Centres Division; National Personnel Records Centre; Office of Micrographic Standards and Reprographic Development; and the Records Management and Micrographic Systems Division. The branch also maintains federal records centres in the following cities: Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

The Conservation and Technical Services Branch consists of: Optical Disc Advisory Services; Photography Services; Picture Conservation; and the Records Conservation Division.

Departmental Administration is responsible for such services as finance, personnel and general administration.

## Publications

Information on the different publications produced by the Public Archives can be obtained by contacting

Publications Division  
Public Archives  
395 Wellington Street,  
Ottawa, Ontario  
K1A 0N3  
Telephone: (613) 996-1473

## Access Procedures

Formal access requests under the *Access to Information Act* should be forwarded to

Access Section  
Federal Archives Division  
Archives Branch  
Public Archives  
395 Wellington Street  
Ottawa, Ontario  
K1A 0N3

## Dominion Archivist's Office

The Dominion Archivist is ultimately responsible for all activities of the Public Archives. He or she also participates nationally and internationally in various committees, associations and councils. The assistant dominion archivist assists the Dominion Archivist, particularly in the historical documents, records management and conservation functions.

## ARCHIVES BRANCH

The branch is responsible for the acquisition, organization and preservation of historical material from government institutions as well as from private individuals and organizations; and providing access to historical government records, research facilities, advice, assistance and reference service to government departments and the various research communities.

## Federal Archives Division

This division is responsible for the acquisition, selection, custody and preservation of the textual historical records created and received by the departments and agencies of the Government of Canada and their predecessors, and for making these records available for reference and research purposes.

### Manuals

- Federal Archives Division Procedure Manual

## National Film, Television and Sound Archives Division

The main function of this division is the acquisition and custody of historically significant audio and audio-visual records such as films, videotapes and sound recordings from the private sector and government institutions. Reference services are available to government institutions and the general public.

### Manuals

- Internal Cataloguing Procedure Manual

## National Map Collection

The main function of the division is the acquisition and custody of historically significant cartographic and architectural records, mostly from federal government institutions. The division also collects historical material from the general public. Reference services are available to government departments and the general public.

### Manuals

- Internal Procedures Manual — guidelines on the acquisition, appraisal, selection, classification, and accessioning of maps received from government departments

## Manuscript Division

This division is responsible for the acquisition, selection, organization, description, storage and preservation of nationally significant and historically valuable private manuscripts, corporate records and non-federal government records. It also serves government agencies and the public by making these records available to researchers, performing research and providing information and advice.

## Manuals

- Manuscript Division Procedures Manual

## Machine-Readable Archives Division

This division appraises, acquires, controls and makes available for research historically valuable machine-readable (EDP) records produced in the public sector, and those of national significance produced in the private sector. It also assists in the development and promotion of data archival techniques in other organizations.

## Manuals

- Policies and Procedures Manual

## National Photography Collection Division

The division collects, organizes, preserves and makes available selected photographic collections to the public.

## Manuals

- Guide to Photo Control Procedures and Methods
- Descriptive and Subject Cataloguing at the National Photography Collection
- Thesaurus of Cataloguing Terms

## Picture Division

The main function of the division is the acquisition and custody of historically significant pictorial and iconographical records, mostly from the private sector. Reference services are available to government departments and the general public.

## Public Archives Library Division

The main function of the division is the acquisition and custody of historically significant collections of books and other publications from government institutions and the private sector. It serves as the departmental reference library for the other divisions on their archival projects and operations. Services are available to government institutions and the general public.

## Manuals

- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

## London and Paris Offices

The function of these offices is to identify, evaluate and arrange for the acquisition or copying of archival material relevant to Canada (manuscripts, maps, paintings, prints, photographs or publications) in England, France and the surrounding countries; and to answer research enquiries and provide a reference service.

## RECORDS MANAGEMENT BRANCH

The function of this branch is to provide a comprehensive service in records management, primarily to federal government departments and agencies in Ottawa and in larger metropolitan centres across Canada. This service includes records centre storage and reference facilities, advice and assistance in records scheduling and disposal, the provision of training courses, printed standards and guides on records management, conduct of surveys and evaluations, assistance for internal audit staff at institutions in the auditing of records management functions, provision of micrographic operational services and assistance in other aspects of records management, including the federal government's Essential Records Program.

## Manuals

- Records Management: Organization and Procedures

## Central Microfilm Operations

This division provides a complete micrographic operational service to government departments and agencies on a cost-recovery basis. This includes all microforms, with special capacity in the area of microfiche and computer output microfilm.

## Federal Records Centres Division

This division provides safe and economical storage facilities for dormant records, essential records and active computer tapes of federal government departments and agencies in regions where the federal government has its major concentrations of activity. Centres are located in the following cities: Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

## National Personnel Records Centre

The functions of the National Personnel Records Centre (NPRC) are to provide storage and reference services, to federal departments and agencies and the general public, on personnel and personnel-related records of former civilian and military federal employees and former members of the Royal Canadian Mounted Police; and to assume on behalf of the Dominion Archivist the responsibilities defined in current privacy legislation for all personnel records under NPRC control.

## Office of Micrographic Standards and Reprographic Development

The office co-ordinates activities for the development of national micrographic standards and provides a referral centre in the field of reprography.

## Records Management and Micrographic Systems Division

This division is responsible for advising, training, and assisting government institutions in the management of their records and the use of micrographics; for evaluating and monitoring the effectiveness of records management in government institutions; for undertaking and promoting research into technological developments; and for ensuring the effective scheduling (for retention and disposal) of government records.

## CONSERVATION AND TECHNICAL SERVICES BRANCH

This branch is responsible for picture and records conservation for the Public Archives, including photography services, computer systems development, and the training of qualified conservators.

## Optical Disc Advisory Services

This section provides advisory services to the Public Archives in the research, design, development and implementation of optical disc storage and retrieval systems.

## Photography Services Division

This division is responsible for photographic services to the Public Archives, and to the researchers who use the facilities.

## Picture Conservation Division

This division is responsible for the conservation and restoration of historical and rare documents (principally oil paintings, fine art on paper, medals and photographic materials) for the Public Archives.



## Records Conservation Division

This division is responsible for the conservation and restoration of historical and rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. It also provides a training program to develop qualified Canadian conservators.

## Classes of Records

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PAC/DAO-005 *Formerly Identified as:* PAC-10

### General Operations

*Description:* Information on the acquisition, conservation and use of historical documents and on the records management function. *Topics:* Correspondence with the Minister, Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit.

PAC/DAO-010 *Formerly Identified as:* PAC-20

### Federal-Provincial, National and International Liaison

*Description:* Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations — Association of Canadian Archivists, Association des archivistes du Québec; Societies — Society of American Archivists, Royal Commonwealth Society; Councils — International Council of Archives; and Committees — Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History.

PAC/FAD-015 *Formerly Identified as:* PAC-30

### Acquisition and Control

*Description:* Information on the acquisition of government records and their selection, organization, description and conservation as the permanent historical record of the Government of Canada. *Topics:* Negotiations and liaison with departments and agencies; submission of records retention and disposal schedules and microfilm proposals; transfers of records and accessioning procedures; the organization, selection and description of historical records; liaison with other Public Archives divisions and branches on historical records.

PAC/FAD-020 *Formerly Identified as:* PAC-40

### Reference and Enquiries

*Description:* Information on the terms, arrangements and provisions for making information contained in historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photo-duplication services.

PAC/FAD-025 *Formerly Identified as:* PAC-50

### Historical Records

*Description:* Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* The original file classification systems used in the creating departments and agencies have been maintained, but the records of each department and agency have been placed into record groups. *Storage Medium:* Microfilm.

PAC/FTS-030 *Formerly Identified as:* PAC-60

### National Film, Television and Sound Archives

*Description:* General information on the functions of this division. *Topics:* Access to material (restrictions); exchanges and agreements; loans; projects.

PAC/FTS-035 *Formerly Identified as:* PAC-70

### Acquisitions and Accessions

*Description:* Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing donations; negotiations.

PAC/FTS-040 *Formerly Identified as:* PAC-80

### Reference and Enquiries

*Description:* Information on reference and enquiries to the National Film, Television and Sound Archives for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; enquiries — individuals, companies, societies and associations, municipal, provincial and federal government institutions.

PAC/FTS-045 *Formerly Identified as:* PAC-90

### Historical Records

*Description:* Selection of films, videotapes and sound recordings for permanent archival retention. *Topics:* Documentation on Canadian film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non-fiction films and videotapes. *Storage Media:* Films, tapes, discs, photographs and transparencies.

PAC/NMC-050 *Formerly Identified as:* PAC-100

### National Map Collection

*Description:* General information on the functions of this division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions.

PAC/NMC-055 *Formerly Identified as:* PAC-110

### Acquisitions and Accessions

*Description:* Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Retrievability:* These files are arranged by subject, donor, or collection.

PAC/NMC-060 *Formerly Identified as:* PAC-120

### Reference and Enquiries

*Description:* Information on reference and enquiries to the National Map Collection for information or copies of holdings. *Topics:* Enquiries — individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions; permissions to copy; redistribution of maps.

PAC/NMC-065 *Formerly Identified as:* PAC-130

### Historical Records

*Description:* Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Retrievability:* Collections acquired from government institutions and considered public records are filed by record group. Maps transferred to the National Map Collection from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographic classification number.

PAC/MAD-070 *Formerly Identified as:* PAC-140

### Acquisitions and Accessions

*Description:* Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by the Public Archives. *Topics:* Acquisitions (negotiations, some evaluations



## PUBLIC ARCHIVES

and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Retrievability:* These files are arranged by subject, donor, collection and institution.

PAC/MAD-075 *Formerly Identified as:* PAC-150

### Reference and Enquiries

*Description:* Information on research performed by divisional staff, enquiries, and access to the records in the custody of the Manuscript Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); enquiries — by individuals, organizations and government departments; access to records — lists of access restrictions and requests, including approval or denial of access (listed by year).

PAC/MRA-080 *Formerly Identified as:* PAC-160

### Machine-Readable Archives

*Description:* Correspondence of a general nature on the operations and activities of the Machine-Readable Archives Division. *Topics:* EDP hardware (equipment and machinery); EDP software (development or consideration of systems); studies, surveys and questionnaires; conservation of holdings.

PAC/MRA-085 *Formerly Identified as:* PAC-170

### Acquisitions and Accessions

*Description:* Information on the appraisal and acquisition of machine-readable data files of historical or long-term research value. *Topics:* Acquisitions (government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules.

PAC/MRA-090 *Formerly Identified as:* PAC-180

### Reference and Enquiries

*Description:* Information on enquiries and access to machine-readable records in the custody of the Machine-Readable Archives Division. *Topics:* Access restrictions (government and private sector); enquiries.

PAC/MRA-095 *Formerly Identified as:* PAC-190

### Historical Records

*Description:* Machine-readable (EDP) information on many aspects of the operations of government departments and agencies, acquired for its historical and long-term research value. *Topics:* Culture and communication; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military activities; minerals, energy and natural resources; the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* These files are arranged by EDP file title and government department.

PAC/NPC-100 *Formerly Identified as:* PAC-200

### Acquisitions, Research and Control

*Description:* Information on the acquisition and preservation of photographic documents organized and retained by the Public Archives. *Topics:* Negotiations with (and evaluation for) photographers, members of the public and donors; biographies of historical and contemporary photographers; inventories (photographic holdings of some government departments and agencies); research and acquisition projects; contacts in the public sector; accession (the nature, source and location of each photo collection); transfer, organization, storage and control of photographic records. *Retrievability:* These files are arranged by subject, by individual accession and by name.

PAC/NPC-105 *Formerly Identified as:* PAC-210

### Reference and Enquiries

*Description:* Information on enquiries and access to photographic documents in the custody of the National Photography Collection. *Topics:* Enquiries — individuals, organizations and government departments; the organization of reference services; the course and completion of exhibitions and publications; the cataloguing of photographs; access to records; photo duplication of records. *Retrievability:* These files are arranged by subject, year, individual, organization and government.

PAC/NPC-110 *Formerly Identified as:* PAC-220

### Historical Records

*Description:* Photographic documentation transferred to the Public Archives from federal sources illustrating all aspects of national life. *Topics:* Vary widely from one donor department or agency to another; depend on the functions of photography at the institution, such as public relations, scientific or technical recording or experimentation, and engineering and construction. *Retrievability:* Records are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections, and collection name files created as part of the Guide to Canadian Photographic Archives. *Storage Media:* Various types of photographic paper; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases.

PAC/PID-115 *Formerly Identified as:* PAC-230

### Picture Division

*Description:* General information on the functions of this division. *Topics:* Loans of pictures and transparencies; access to material; internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name.

PAC/PID-120 *Formerly Identified as:* PAC-240

### Reference and Enquiries

*Description:* Information on reference and enquiries to the Picture Division for information or copies of holdings. *Topics:* Enquiries — individuals, companies, societies and associations, colleges, universities and schools, and municipal, provincial and federal government institutions; permission to copy.

PAC/PID-125 *Formerly Identified as:* PAC-250

### Acquisitions and Accessions

*Description:* Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of pictures; insurance. *Retrievability:* These files are arranged by subject, donor, or collection.

PAC/PID-130 *Formerly Identified as:* PAC-260

### Historical Records

*Description:* Paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Retrievability:* The holdings are arranged first by the physical aspect of the materials: paper (posters, fashion magazines, drawings); canvas (paintings); others (medals, heraldry). They are then arranged by name of artist or collection. There is a backup subject cross-index.

PAC/PAL-135 *Formerly Identified as:* PAC-270

### Public Archives Library

*Description:* General information on the functions of the library. *Topics:* Loans; special projects; operational relations with other divisions; participation in exhibitions.

## PUBLIC ARCHIVES

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PAC/PAL-140 *Formerly Identified as:* PAC-280

### **Acquisitions and Accessions**

*Description:* Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping, and directories of cities and townships; purchasing and donations; restriction on acquisitions; exchanges and agreements; evaluation appraisals of collections.

PAC/PAL-145 *Formerly Identified as:* PAC-290

### **Reference and Enquiries**

*Description:* Information on reference and enquiries to the library for information or copies of holdings. *Topics:* Archives; records management; cartography; Canadian art; audio-visual archives and Canadian films; reports and journals of Canadian, American, British and French historical associations; permission to copy; research; enquiries — individuals, companies, societies, associations, and municipal, provincial and federal government institutions.

PAC/LPO-150 *Formerly Identified as:* PAC-300

### **London and Paris Offices**

*Description:* Information on the acquisition or reproduction of archival material relevant to Canada. *Topics:* Specialized research; enquiries from government officials, scholars, university professors, students and the general public.

PAC/CMO-155 *Formerly Identified as:* PAC-305

### **Central Microfilm Operations**

*Description:* Information relating to the provision of a complete micrographic operational service to all government departments and agencies on a cost-recovery basis. *Topics:* General; source document microfilming; quality control; processing; computer output microfilm; duplication and microformatting.

PAC/FRC-160 *Formerly Identified as:* PAC-310

### **Federal Records Centres Operations**

*Description:* Information relating to provision of safe and economical storage facilities for dormant records, essential records and active computer tapes. *Topics:* General; accessioning; disposal; micrographic inspection and reboxing; reference services and tape library.

PAC/NPR-165 *Formerly Identified as:* PAC-340

### **National Personnel Records Centre Operations**

*Description:* Information relating to the provision of storage and reference services for personnel and personnel-related records of former civilian and military federal employees and former members of the Royal Canadian Mounted Police. *Topics:* General; accessions; disposal; reference services and enquiries.

PAC/NPR-170 *Formerly Identified as:* PAC-370

### **Personnel Information Files**

*Description:* Personnel information collected during the course of an individual's term of employment in the government. *Topics:* Former federal civilian employees and military personnel. *Retrievability:* These files are arranged by locator number. *Storage Medium:* Microfilm.

PAC/MSR-175 *Formerly Identified as:* PAC-410

### **Micrographic Standards and Reprographic Development**

*Description:* Information relating to the development of micrographic standards; to national and international reprographic and micrographic organizations; to the provision of advice and assistance on reprographic subjects. *Topics:* General; micrographic standards; national and international liaison; research and reference.

PAC/RMM-180 *Formerly Identified as:* PAC-380

### **Records Management Services**

*Description:* Information relating to the advice, assistance, research and training in records management provided to federal government departments and other organizations. Also information relating to the control of requests for authority to dispose of government records and the evaluation of the effectiveness and efficiency of records management operations. *Topics:* General; consulting services; federal records inventory; evaluations; publications; research and development; scheduling and training.

PAC/RMM-185 *Formerly Identified as:* PAC-415

### **Micrographic Advisory Services**

*Description:* Information relating to advice provided to departments on the technical suitability of micrographic applications, to the dissemination of information on the state-of-the-art in micrographics, and to the training provided to departmental personnel. *Topics:* General; consulting services; micrographic technology course.

PAC/ODA-190 *Formerly Identified as:* PAC-490

### **Optical Disc Advisory Services**

*Description:* General information on optical disc storage and retrieval systems. *Topics:* Research design development; storage and retrieval systems.

PAC/PSD-195 *Formerly Identified as:* PAC-495

### **Photographic Services**

*Description:* Information relating to photographic and electrostatic reproductions of materials held in the Public Archives. *Topics:* General; film preservation; photographic assignments; black-and-white reproductions; colour reproductions.

PAC/PCD-200 *Formerly Identified as:* PAC-500

### **Picture Conservation**

*Description:* Information relating to the preservation and restoration services for works of art on paper, oil paintings, photographic records, medals and other holdings. *Topics:* General; water-colours; prints and drawings; oil painting conservation; medal conservation; photograph conservation.

PAC/RCD-205 *Formerly Identified as:* PAC-505

### **Records Conservation**

*Description:* Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. *Topics:* General; book restoration; map, poster and manuscript restoration; deacidification; conservation training program.

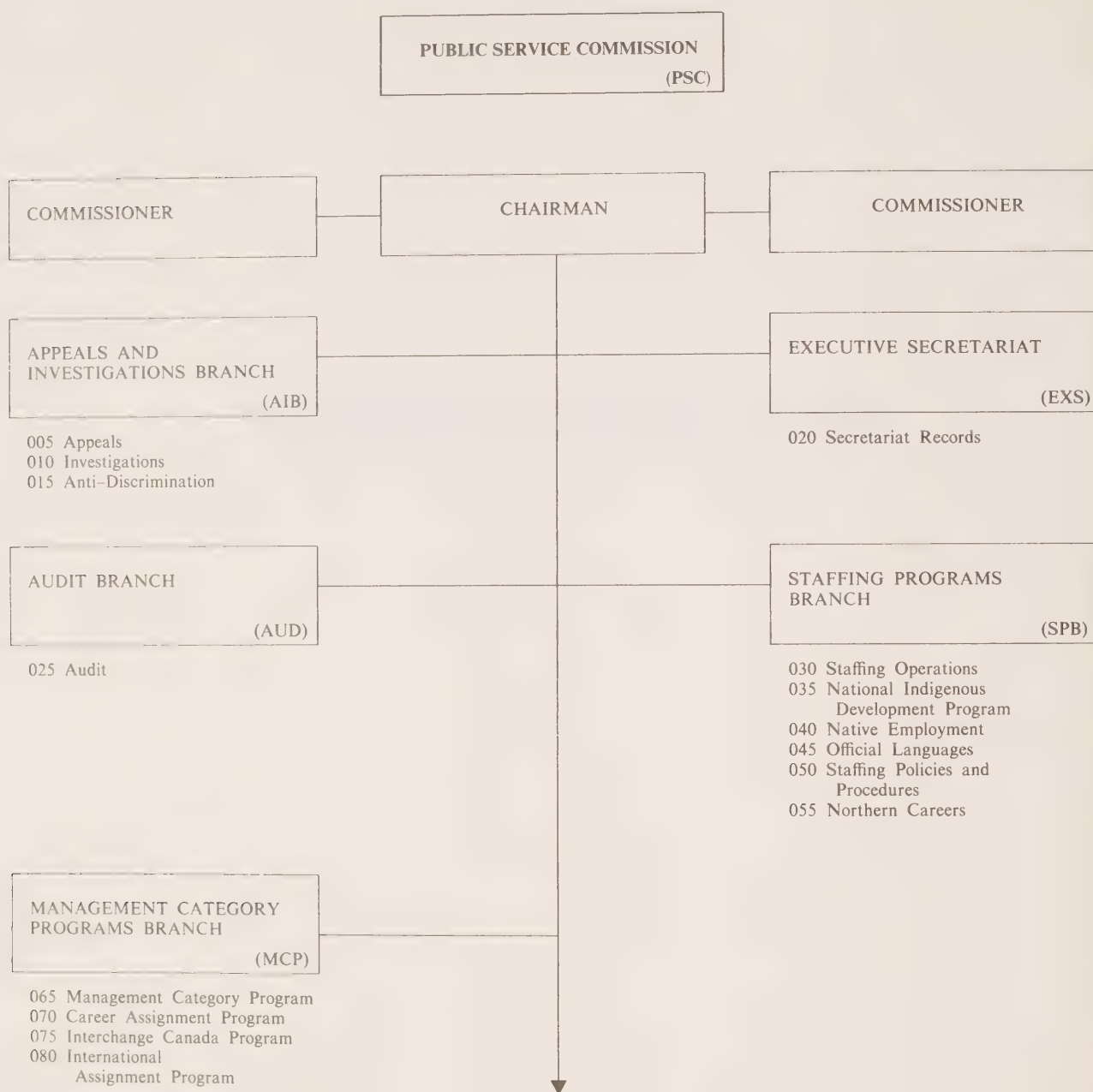




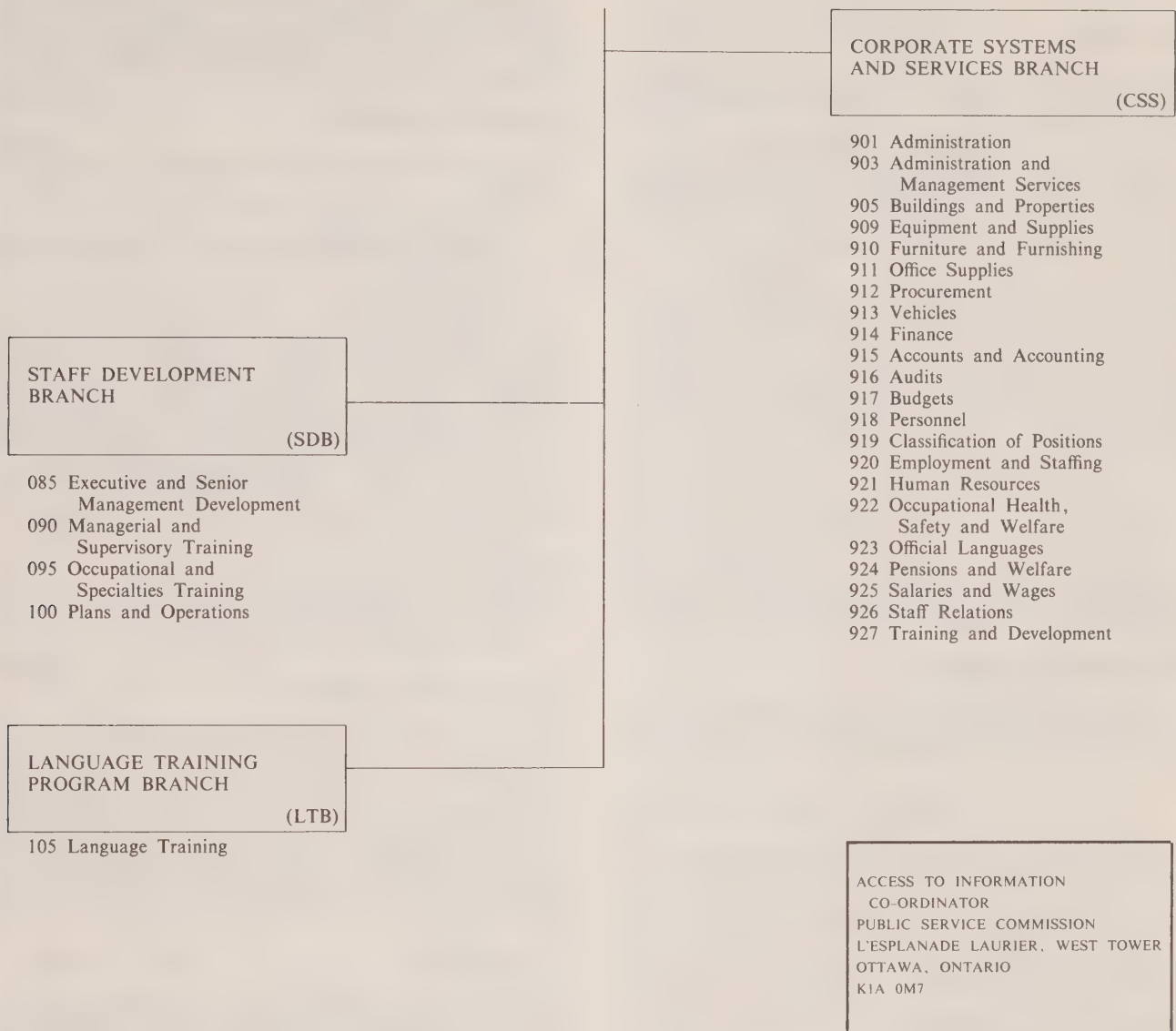
# **PUBLIC SERVICE COMMISSION**

## **Chapter 79**

# PUBLIC SERVICE COMMISSION



# PUBLIC SERVICE COMMISSION





# PUBLIC SERVICE COMMISSION

## Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act*.

The jurisdictional powers of the PSC rest with three commissioners — one chairman and two members. They are appointed by the Governor-in-Council for a ten-year term and have the status of deputy head. Together, the commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the commissioners constitutes a quorum. The chairman is chief executive officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Public Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission (PSC). The PSC's main task became staffing and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay and classification and conditions of employment was transferred to the Treasury Board of Canada.

## Overall Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in public service staffing operations. This is accomplished through:

- the appointment or provision for the appointment of qualified persons to or from within the Public Service;
- the development and administration of processes and standards for selection of candidates for positions in the Public Service;
- the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

The *Public Service Employment Act* also provides for the Public Service Commission to:

- promote the participation of women, francophones, native people and other under-represented groups in the Public Service;
- ensure that physically and mentally handicapped persons are given effective equality of opportunity to compete for positions in the Public Service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of public service employees;
- maintain an effective appeals mechanism for employees of the Public Service with respect to appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under the *Public Service Employment Act*; and
- make decisions on allegations of political partisanship.

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information centre at (613) 996-5010. The centre is located in Ottawa at 300 Laurier Avenue West (West Tower, L'Esplanade Laurier).

## Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator  
Public Service Commission  
L'Esplanade Laurier, West Tower  
Ottawa, Ontario  
K1A 0M7  
Telephone: (613)993-7261

## Appeals and Investigations Branch

The branch establishes independent boards to hear appeals by public servants against alleged breaches of the *Public Service Employment Act* and Regulations, including cases taken to the Federal Court of Canada. It also investigates complaints alleging discrimination on non-proscribed grounds, harassment, unfair administrative treatment on the job, questionable staffing activities and other complaints on personnel matters.

### Manuals

- Anti-discrimination Operational Procedures Manual
- Appeals Operational Procedures Manual
- Investigations Operational Procedures Manual

## Executive Secretariat

The chairman and commissioners' offices have the overall responsibility for PSC policy in accordance with the *Public Service Employment Act*. The executive secretariat provides advice and assistance in the co-ordination of policy submissions from organizational components of the PSC. Accordingly, it develops and organizes policies affecting more than one organizational component of the PSC; administers Sections 21, 31, 32, and 39 of the *Public Service Employment Act*; provides replies to ministerial and parliamentary enquiries; and regulates the flow of documentation to and from the PSC.

## Audit Branch

The branch conducts audits of delegated and non-delegated staffing activities and other personnel management functions, as delegated by the Treasury Board of Canada, to assess the management of staffing and other personnel management systems, including the assessment of the effectiveness and impact of policies, practices, procedures and regulations on these systems. These audits are carried out on a cyclical basis in all departments and agencies that come under the *Public Service Employment Act*. The results are used by the Commission to determine the content and duration of the instruments for delegation of staffing authority and to account to Parliament each year on the state of staffing delegation under Section 45 of the Act, and by the Treasury Board of Canada to assess the administration of its personnel management policies and systems.

### Manuals

- Personnel Audit and Review Guide
- Audit Branch

## Staffing Programs Branch

The branch administers the *Public Service Employment Act* and Regulations, through the establishment of policies and directives,

# PUBLIC SERVICE COMMISSION

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selection standards and tests, referral selection and appointment of candidates for employment transfers; career counselling to employees and candidates; and operation of special programs concerning women, indigenous persons, disabled people, both official language groups, black persons, and northern careers which are designed to remove barriers, promote changes in attitudes and monitor progress.

## Manuals

- Personnel Management Manual, Volume 6 (Staffing)
- Operations Procedure Manual

## Management Category Programs Branch

The branch, under the *Public Service Employment Act* and the Commission's policies, establishes policies and systems for the recruitment and selection of individuals for management category positions in the Public Service; performs planning, counselling and staffing for the management category; is responsible for the Interchange Canada and International Assignments Programs, Career Assignment Program management category, resource planning and analysis, and policy and systems development.

## Staff Development Branch

The branch provides executive, professional, managerial and supervisory training to public servants throughout Canada, in response to departmental demand, by providing individualized learning activities, standard courses or training events custom-designed to suit the specific job requirements of a particular department or group of departments.

## Manuals

- Staff Development Branch Policies and Procedures Manual

## Language Training Program Branch

The branch provides basic language training to employees on the Commission's or client's premises; designs and conducts specialized and developmental courses for departments and agencies; and gives advice and assistance to clients in various areas of language training such as the development of teaching materials to meet specific needs, program evaluation, needs analysis, consultation, testing and orientation of language trainees.

## Corporate Systems and Services Branch

This branch designs, promotes, implements and co-ordinates management systems in the Commission. It ensures that internal Commission policies and systems are consistent with central agency requirements, directs the acquisition and management of the Commission's resources, and provides services to other branches through the following directorates: Administration, Information and Management Systems, Corporate Systems and Analysis, Finance, Public Affairs, Personnel, Internal Audit, and Regional Services.

## Manuals

- Administrative Policy and Procedures Manual
- Financial Administration Manual

## Classes of Records

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PSC/AIB-005 *Formerly Identified as:* PSC-120

### Appeals

*Description:* Information on appeals by public servants, including cases brought before the Supreme Court of Canada, against alleged breaches of the *Public Service Employment Act* and Regulations, in appointments or recommendations for demotion and releases. *Topics:*

Appeals-general and Federal court cases. *Retrievability:* Files arranged by subject, individual or organization.

PSC/AIB-010 *Formerly Identified as:* PSC-130

### Investigations

*Description:* Information on the investigation of complaints concerning the implementation of the *Public Service Employment Act*, except allegations of discrimination as defined in the Act. *Topics:* Cases; special investigations. *Retrievability:* Files arranged by subject, individual or organizations.

PSC/AIB-015 *Formerly Identified as:* PSC-110

### Anti-Discrimination

*Description:* Information on alleged discrimination in the Public Service on grounds of sex, race, national origin, colour, religion, age, marital status, physical disability, criminal record, security clearance and political preference, and equitable application of regulations dealing with conditions of work. *Topics:* Cases; sex restrictions; special cases. *Retrievability:* Files arranged by subject, individual or organization title. (N.B. Only cases received up to and including April 3, 1985. Effective April 4, 1985, all complaints of discrimination on proscribed grounds are dealt with by the Canadian Human Rights Commission.)

PSC/EXS-020 *Formerly Identified as:* PSC-05

### Secretariat Records

*Description:* The information contained in the records associated with this class relates to the establishment of policy; Commissioners' awards; the right of public servants to take part in political activities; requests for leave to participate in federal, provincial or territorial elections; studies and operational reports; and other operational activities affecting more than one operational component of the PSC. *Topics:* Commissioners' awards; policies and programs; political partisanship; studies and reports; employees appointed under exclusion order; leave of absence to seek election; public servants released or demoted. *Retrievability:* Files arranged by subject.

PSC/AUD-025 *Formerly Identified as:* PSC-100

### Audit

*Description:* Information on cyclical audits of staffing and other personnel activities in Departments and agencies; special studies and project audits on specific aspects of the staffing system such as summer students, exclusion orders, Canada Employment and Immigration Commission, public service recruitment and referral service. *Topics:* Department special audit policy; methodology; delegation advisory committee; interdepartmental personnel audit and review committee. *Retrievability:* Files arranged by subject.

PSC/SPB-030 *Formerly Identified as:* PSC-40

### Staffing Operations

*Description:* Information on appointments to non-delegated groups and levels, and on the recruitment and referral of applicants for appointment to positions in delegated groups and levels; instruments of delegation of staffing authority, advice and assistance to other departments on staffing activities; and the certification of staffing officers. *Topics:* Appointments; black employment; competitions; delegation of staffing authorities; employment of women, indigenous and disabled persons; probation; recruitment and referral; post-secondary recruitment; separations; staffing priorities; transfers; and co-operative education program. *Retrievability:* Files are arranged by subject and individual or organization.

PSC/SPB-035 *Formerly Identified as:* NO REFERENCE

### National Indigenous Development Program (New)

*Description:* Information on training and development of indigenous people through on-the-job assignments, and training for middle and senior management or advisory positions leading to permanent positions with federal departments or agencies across Canada. *Topics:*



## PUBLIC SERVICE COMMISSION

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Participant assessment and sponsorship, studies, surveys and reports.  
*Retrievability:* Files arranged by subject and project files.

**PSC/SPB-040** *Formerly Identified as:* PSC-60  
**Native Employment**

*Description:* Information on evaluation and recommendation for modifications to select methods to ensure the absence of cultural bias, and an inventory of native candidates for referral to departments.  
*Topics:* Action plans; advisory services; applications; national joint council on native employment.  
*Retrievability:* Files arranged by subject and individual or organization.

**PSC/SPB-045** *Formerly Identified as:* PSC-70  
**Official Languages**

*Description:* Information on guidelines for determining the language proficiency requirements of bilingual positions; statistics on appointments to bilingual positions; advice and assistance on language training plans for appointees to bilingual positions; participation in special studies on staffing of bilingual positions and on equitable participation of both official languages groups and staffing; and co-ordination of Commission concerns in the area of official languages.  
*Topics:* Advisory services; language selection standards; special studies; language tests; imperative and non-imperative staffing; francophone and anglophone participation.  
*Retrievability:* Files arranged by subject and organization.

**PSC/SPB-050** *Formerly Identified as:* PSC-80  
**Staffing Policies and Procedures**

*Description:* Information on planning and development of new or amended staffing policies and procedures, the direct participation in major legislative and regulatory studies and reviews, and the co-ordination of Commission-union consultation.  
*Retrievability:* Files arranged by subject and project files.

**PSC/SPB-055** *Formerly Identified as:* PSC-91  
**Northern Careers**

*Description:* Information on training of native people through career path counselling, on-the-job assignments and training workshops, leading to permanent positions within the program or other positions in federal departments in the north.  
*Topics:* Participant sponsorship; studies; surveys and reports.  
*Retrievability:* Files arranged by subject and project files.

**PSC/MCP-065** *Formerly Identified as:* PSC-10  
**Management Category Program**

*Description:* Information on policies and systems for the management category.  
*Topics:* Counselling; human resource planning; performance review and employee appraisals; official languages; retirement and separation; training and development; information systems; statistics.  
*Retrievability:* Files arranged by subject and individual.

**PSC/MCP-070** *Formerly Identified as:* PSC-20  
**Career Assignment Program (CAP)**

*Description:* Information on the selection, education and assignment of CAP candidates; also special development programs.  
*Topics:* Advisory services; assignments; education; participation files; selection; studies; surveys and reports.  
*Retrievability:* Files arranged by subject and individual or organization title.

**PSC/MCP-075** *Formerly Identified as:* PSC-30  
**Interchange Canada Program**

*Description:* Information on the exchange of office personnel between various federal and non-federal organizations.  
*Topics:* Associations; clubs; institutes; societies; colleges, schools; universities; committees; boards; councils; companies; corporations, manufacturers and federal government organizations.  
*Retrievability:* Files arranged by subject and organization.

**PSC/MCP-080** *Formerly Identified as:* NO REFERENCE  
**International Assignment Program (New)**

*Description:* Information on the assignment of Canadians to various international organizations and foreign governments as well as non-Canadians on assignment in the federal Public Service.  
*Topics:* Foreign governments and international organizations.  
*Retrievability:* Files arranged by organization and by assignment.

**PSC/SDB-085** *Formerly Identified as:* PSC-140  
**Executive and Senior Management Development**

*Description:* Information on courses, seminars and workshops for senior executives and senior managers, including course preparation, content and evaluation.  
*Topics:* Management training; financial management; personnel management; senior management development.  
*Retrievability:* Files arranged by subject.

**PSC/SDB-090** *Formerly Identified as:* PSC-141  
**Managerial and Supervisory Training**

*Description:* Information on policies, course material and correspondence relating to middle management and supervisory orientation courses.  
*Topics:* Roles of managers and supervisors; management of human resources; planning and control activities; staff relations; organization structuring; management and problem solving; delegation and time management.  
*Retrievability:* Files arranged by subject.

**PSC/SDB-095** *Formerly Identified as:* PSC-142  
**Occupational and Specialties Training**

*Description:* Information on occupational and specialty training and development activities sponsored by departments and agencies; marketing of products and services; consultative services, including advisory services; contract services, courses, open learning system; information on the training certification program of departmental and agency trainers, including assistance, resources and research material.  
*Topics:* Advisory services; contract courses; open learning system.  
*Retrievability:* Files arranged by subject.

**PSC/SDB-100** *Formerly Identified as:* PSC-160  
**Plans and Operations**

*Description:* Information on planning of branch activities, marketing of products and services, course evaluations, registrations and counselling.  
*Topics:* Calendar of courses; course design and development; course registrations; counselling; marketing; quality assurance; studies; surveys and reports.  
*Retrievability:* Files arranged by subject.

**PSC/LTB-105** *Formerly Identified as:* PSC-200  
**Language Training**

*Description:* Information on program planning, implementation and evaluation; courses, advisory services, studies, surveys and reports.  
*Topics:* Advisory services; courses; policies and procedures; studies; surveys and reports.  
*Retrievability:* Files arranged by subject.

**PSC/CSS-901** *Formerly Identified as:* NO REFERENCE  
**Administration (New)**

*Description:* See Standard Classes of Records.

**PSC/CSS-903** *Formerly Identified as:* NO REFERENCE  
**Administrative and Management Services (New)**

*Description:* See Standard Classes of Records.

**PSC/CSS-905** *Formerly Identified as:* NO REFERENCE  
**Buildings and Properties (New)**

*Description:* See Standard Classes of Records.

**PSC/CSS-909** *Formerly Identified as:* NO REFERENCE  
**Equipment and Supplies (New)**

*Description:* See Standard Classes of Records.



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PSC/CSS-910 *Formerly Identified as:* NO REFERENCE  
**Furniture and Furnishings (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-911 *Formerly Identified as:* NO REFERENCE  
**Office Appliances (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-912 *Formerly Identified as:* NO REFERENCE  
**Procurement (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-913 *Formerly Identified as:* NO REFERENCE  
**Vehicles (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-914 *Formerly Identified as:* NO REFERENCE  
**Finance (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-915 *Formerly Identified as:* NO REFERENCE  
**Accounts and Accounting (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-916 *Formerly Identified as:* NO REFERENCE  
**Audits (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-917 *Formerly Identified as:* NO REFERENCE  
**Budgets (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-918 *Formerly Identified as:* NO REFERENCE  
**Personnel (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-919 *Formerly Identified as:* NO REFERENCE  
**Classification of Positions (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-920 *Formerly Identified as:* NO REFERENCE  
**Employment and Staffing (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-921 *Formerly Identified as:* NO REFERENCE  
**Human Resources (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-922 *Formerly Identified as:* NO REFERENCE  
**Occupational Health, Safety and Welfare (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-923 *Formerly Identified as:* NO REFERENCE  
**Official Languages (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-924 *Formerly Identified as:* NO REFERENCE  
**Pensions and Insurance (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-925 *Formerly Identified as:* NO REFERENCE  
**Salaries and Wages (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-926 *Formerly Identified as:* NO REFERENCE  
**Staff Relations (New)**  
*Description:* See Standard Classes of Records.

PSC/CSS-927 *Formerly Identified as:* NO REFERENCE  
**Training and Development (New)**  
*Description:* See Standard Classes of Records.

### Deleted Classes of Records

The following Classes of Records have been deleted because the information has been included in PSC/SPB-030 **Staffing Operations**

PSC-50 Equal Opportunities for Women

PSC-90 Post-Secondary Recruitment Program



# **PUBLIC SERVICE STAFF RELATIONS BOARD**

## **Chapter 80**



# PUBLIC SERVICE STAFF RELATIONS BOARD

## PUBLIC SERVICE STAFF RELATIONS BOARD

(SRB)

### PAY RESEARCH BUREAU

(PRB)

- 005 Salaries and Wages
- 010 Federal Public Service  
Collective Bargaining  
Information
- 015 Benefits and Working  
Conditions

### OFFICE OF MEDIATION SERVICES

(OMD)

- 130 Requests for a Conciliator
- 135 Appointment of a Mediator
- 140 Requests for the Establishment  
of a Conciliation Board

### LEGAL SERVICES

(LGS)

- 145 Cases Referred to the Federal  
Court of Appeal

### OFFICE OF THE SECRETARY/REGISTRAR

(OSR)

- 020 Certification of Bargaining  
Agents
- 025 Revocation of Certification  
of Bargaining Agents
- 030 Resolution of Disputes
- 035 Determination of Rights  
of Bargaining Agents
- 040 Declaration of Successor  
Rights
- 045 General Powers and Duties  
of the Board
- 050 Requests for Review of  
Decisions
- 055 Determination of Status  
of Employees
- 060 Complaints of Unfair  
Practices
- 065 Presentation of Grievances and  
Referral to Adjudication
- 070 Policy Grievances
- 075 Objections to Managerial and  
Confidential Exclusions
- 080 Designated Employees
- 085 Requests for Arbitration
- 090 Application for Extension  
of Time to Implement  
Arbitral Awards
- 100 Applications for Declaration  
of a Strike as Lawful or  
Unlawful
- 105 Applications for Consent to Prosecute
- 110 Applications for the Extension  
of Time
- 115 Approval of Grievance Form
- 120 Applications to Determine a  
New Occupational Category
- 125 Questions of Law or  
Jurisdiction

ACCESS TO INFORMATION  
CO-ORDINATOR  
PUBLIC SERVICE STAFF  
RELATIONS BOARD  
P.O. BOX 1525, STATION B  
140 O'CONNOR STREET  
OTTAWA, ONTARIO  
K1P 5V2

# PUBLIC SERVICE STAFF RELATIONS BOARD

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## Background

The Public Service Staff Relations Board (PSSRB) was established in 1967 by the *Public Service Staff Relations Act* as amended. The Board is designated as a department, within the meaning and purpose of the *Financial Administration Act* (Order in Council 1967-635, April 4, 1967), and reports to Parliament through a minister of the Crown other than a member of the Treasury Board as designated by the Governor-in-Council. At present, the minister responsible is the President of the Privy Council.

Prior to October 1, 1975, arbitration and adjudication were separate institutions under the *Public Service Staff Relations Act*, drawing administrative and support services from the Board. Amendments to the Act effective October 1, 1975 placed these functions within the responsibility of the Board.

## Laws and Regulations

- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedure

## Overall Responsibilities

The Board administers the *Public Service Staff Relations Act* which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal public service (as defined in that Act). These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally the provision of an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised or enforced.

## Organization

Pursuant to amendments to the *Public Service Staff Relations Act* which were proclaimed effective October 1, 1975, the Board is composed of "...a Chairman, a Vice-Chairman, not less than three Deputy Chairmen and such other full-time and part-time members as the Governor-in-Council considers necessary to discharge the responsibilities of the Board." With the 1975 amendments, the Board became a public member board in which each member represents only the public interest. Previously, employee and employer interests were represented on the Board by equal numbers of part-time members and only the chairman, vice-chairman and the deputy chairmen were full-time members. All appointments are for periods not exceeding seven years, with the exception of the chairman, vice-chairman and deputy chairmen, whose appointments are for periods not exceeding ten years. Part-time members are appointed either for the purpose of adjudicating upon grievances which have been referred to adjudication or for chairing divisions of the Board which have been assigned responsibility for the issue of arbitration awards.

## Key Contacts

Information which can be informally accessed may be obtained by contacting any of the following services:

- General Enquiries: (613) 992-5012
- Library Services: (613) 992-3584
- Access to Information and Privacy Co-ordinator: (613) 996-2798
- Legal Counsel: (613) 996-2707
- Records Management Services and Reading Room: (613) 996-2701

## Access Procedures

All requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Public Service Staff Relations Board  
P.O. Box 1525, Station B  
140 O'Connor Street  
Ottawa, Ontario  
K1P 5V2  
Telephone: (613) 996-2798

## Pay Research Bureau

This bureau is responsible for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service. It is also responsible for developing and maintaining a data bank of up-to-date data and conducting research studies to support the processes of collective bargaining in the Public Service of Canada. It provides information on compensation and related matters in the federal public service to industry, provincial and municipal governments, bargaining agents and other organizations, when to do so is in the public interest.

## Secretary Registrar's Office

The secretary registrar is responsible for the development of an effective system for the processing of all proceedings coming before the Board under the provisions of the Act and its regulations. This includes, in addition to an individual case registration and file system for each type of proceeding, the provision of support services for Board meetings and hearings throughout Canada such as hearing accommodations, clerical and secretarial assistance, recording and transcribing facilities and arrangements for court reporters.

## Office of Mediation Services

The Office assists the employers and bargaining agents in resolving their disputes when impasses occur in negotiating collective agreements. It also assists in the resolution of differences when employees have been suggested for managerial or confidential positions, and when employees are suggested for positions in connection with the provisions of the Act relating to the safety or security of the public. In addition, it endeavours to settle complaints alleging violations of certain sections of the Act or Regulations.

## Manuals

- Office of Mediation Procedures — Conciliation Boards, Mediators, Conciliators

## Legal Services

This unit provides advice and recommendations on the statutory and regulatory powers of the Board, provides the chairman and Board with legal opinions and advice on matters referred to them, keeps abreast of legal developments, particularly as they may affect labor legislation in general and the *Public Service Staff Relations Act* in particular. It also represents the Board before the Federal Court.

## Manuals

- PSSRB Reports

## Classes of Records

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## PUBLIC SERVICE STAFF RELATIONS BOARD

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SRB/PRB-005 *Formerly Identified as:* PSSRB-270

### **Salaries and Wages**

*Description:* Information on the salaries and wages of selected employee groups in Canada. *Topics:* Salaries and wages of Canadian professional, administrative, technical, administrative support and operational employees. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/PRB-010 *Formerly Identified as:* PSSRB-280

### **Federal Public Service Collective Bargaining Information**

*Description:* Collective bargaining information on federal public servants. *Topics:* Publications — collective agreement analysis; settlement summaries; arbitration, conciliation and adjudication decisions. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/PRB-015 *Formerly Identified as:* PSSRB-290

### **Benefits and Working Conditions**

*Description:* Information on benefits and working conditions of employees in Canada. *Topics:* Employee benefits — management, professional, office and non-office employees; incidence, characteristics and costs of benefits. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/OSR-020 *Formerly Identified as:* PSSRB-10

### **Certification of Bargaining Agents**

*Description:* Applications for employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-025 *Formerly Identified as:* PSSRB-20

### **Revocation of Certification of Bargaining Agents**

*Description:* Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-030 *Formerly Identified as:* PSSRB-30

### **Resolution of Disputes**

*Description:* Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement between the bargaining agent and the employer. The dispute could either be referred to the Board for arbitration or to a conciliation board. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-035 *Formerly Identified as:* PSSRB-40

### **Determination of Rights of Bargaining Agents**

*Description:* Information on the determination by the board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-040 *Formerly Identified as:* PSSRB-50

### **Declaration of Successor Rights**

*Description:* Information on the declaration or determination by the Board as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-045 *Formerly Identified as:* PSSRB-60

### **General Powers and Duties of the Board**

*Description:* Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board. *Topics:* Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-050 *Formerly Identified as:* PSSRB-70

### **Requests for Review of Decisions**

*Description:* Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-055 *Formerly Identified as:* PSSRB-80

### **Determination of Status of Employees**

*Description:* Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-060 *Formerly Identified as:* PSSRB-90

### **Complaints of Unfair Practices**

*Description:* Information on complaints alleging unfair practices. *Topics:* Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-065 *Formerly Identified as:* PSSRB-100

### **Presentation of Grievances and Referral to Adjudication**

*Description:* Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-070 *Formerly Identified as:* PSSRB-110

### **Policy Grievances**

*Description:* Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-075 *Formerly Identified as:* PSSRB-120

### **Objections to Managerial and Confidential Exclusions**

*Description:* Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-080 *Formerly Identified as:* PSSRB-130

### **Designated Employees**

*Description:* Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary to the interest or the safety or security of the public. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.



## PUBLIC SERVICE STAFF RELATIONS BOARD

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SRB/OSR-085 *Formerly Identified as:* PSSRB-140

### **Requests for Arbitration**

*Description:* Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-090 *Formerly Identified as:* PSSRB-150

### **Applications for Extension of Time to Implement Arbitral Awards**

*Description:* Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-095 *Formerly Identified as:* PSSRB-160

### **Applications for Extension of Time to Implement Provisions of Collective Agreements**

*Description:* Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-100 *Formerly Identified as:* PSSRB-170

### **Applications for Declaration of a Strike as Lawful or Unlawful**

*Description:* Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-105 *Formerly Identified as:* PSSRB-180

### **Applications for Consent to Prosecute**

*Description:* Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in Sections 8, 9 or 10, or an offence under Section 104 of the Act. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-110 *Formerly Identified as:* PSSRB-190

### **Applications for the Extension of Time**

*Description:* Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation or proceedings when the prescribed time for each of these activities has expired. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-115 *Formerly Identified as:* PSSRB-200

### **Approval of Grievance Form**

*Description:* Approvals for employers' grievance forms to be made available to their employees. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-120 *Formerly Identified as:* PSSRB-210

### **Applications to Determine a New Occupational Category**

*Description:* Applications to determine an occupational category of employees other than those identified in Section 2 of the Act. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-125 *Formerly Identified as:* PSSRB-220

### **Questions of Law or Jurisdiction**

*Description:* Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. *Note:* Section 23 of the Act has been repealed effective October 1, 1975 and this file series is now closed. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OMD-130 *Formerly Identified as:* PSSRB-230

### **Requests for a Conciliator**

*Description:* Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

SRB/OMD-135 *Formerly Identified as:* PSSRB-240

### **Appointment of a Mediator**

*Description:* Information on the appointment by the chairman of a mediator to attempt to resolve differences between the employer and a bargaining agent. *Topics:* Terms or conditions of employment under negotiation for a collective agreement; designation of employees under the safety or security provisions of the Act; proposed managerial or confidential exclusions; and complaints of certain unfair practices. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

SRB/OMD-140 *Formerly Identified as:* PSSRB-250

### **Requests for the Establishment of a Conciliation Board**

*Description:* Information on the establishment of a conciliation board for the investigation and conciliation of disputes, where the bargaining agent for the bargaining unit concerned has specified referral to a conciliation board as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment for employees in the relevant bargaining unit, at the request of either party, by notice in writing to the Chairman. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

SRB/LGS-145 *Formerly Identified as:* PSSRB-260

### **Cases Referred to the Federal Court of Appeal**

*Description:* Rulings by the Federal Court of Appeal to uphold or set aside decisions of the Public Service Staff Relations Board under Section 18 and 28 of the *Federal Court Act*. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.



# **DEPARTMENT OF PUBLIC WORKS**

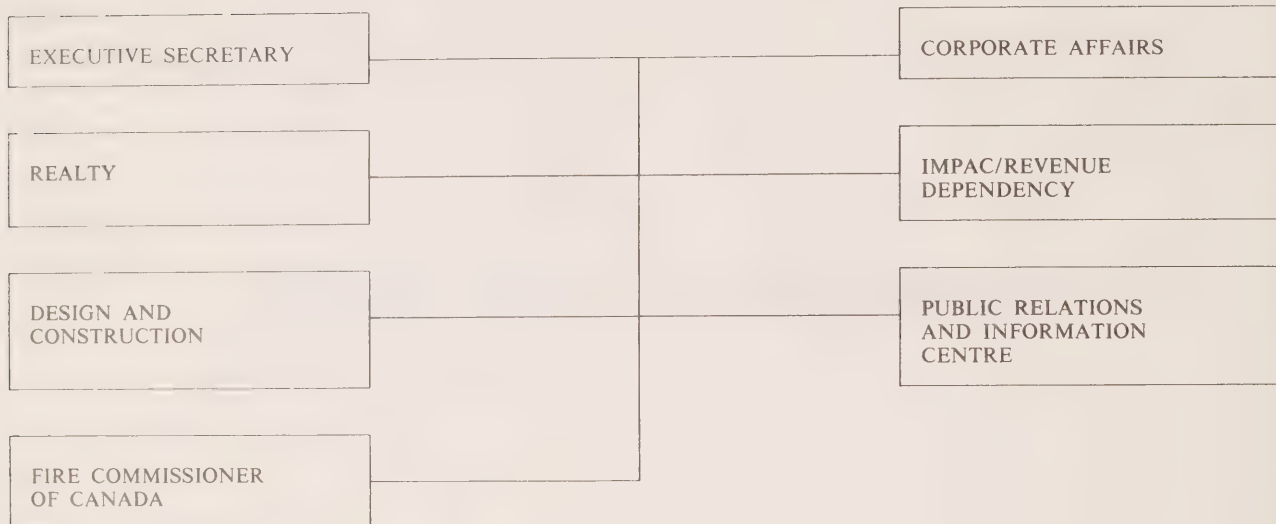
## **Chapter 81**



## DEPARTMENT OF PUBLIC WORKS

### DEPARTMENT OF PUBLIC WORKS

(PWC)



### CENTRALIZED CLASSES OF RECORDS

005 General Operations  
010 Emergency Preparedness  
015 Fine Art  
020 Specifications  
025 Design and Construction  
030 Project Files  
035 Fire Commissioner of Canada  
040 Accommodation  
045 Buildings and Lands  
050 Property Development  
055 Energy Conservation  
060 Property Inventories  
065 Maintenance and Repairs  
070 Safety  
075 Physical Security  
080 Signs and Plaques  
085 Surplus Properties  
090 Municipal Grants

ACCESS TO INFORMATION  
CO-ORDINATOR  
PUBLIC WORKS CANADA  
SIR CHARLES TUPPER BUILDING  
RIVERSIDE DRIVE  
OTTAWA, ONTARIO  
K1A 0M2

# DEPARTMENT OF PUBLIC WORKS

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## Background

The Department of Public Works (Public Works Canada) was established in 1867 by an Act respecting the public works of Canada (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings, and provincial vessels.

## Laws and Regulations

Public Works Canada administers the following statutes, in whole or in part:

- Bridges Act, RSC 1970, c.B-10 (See also Table of Public Statutes, except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, RSC 1970, c.D-9
- Expropriation Act, RSC 1970, c.16 (1st supp.)
- Government Harbours and Piers Act, RSC 1970, c.G.-9 (s.5)
- Government Property Traffic Act, RSC 1970, c.G.-10
- Government Works Tolls Act, RSC 1970, c.G-13
- Kingsmere Park Act, RSC 1952, c.161
- Laurier House Act, RSC 1952, c.163
- Official Residences Act, RSC 1970, c.P-20 (2nd supp.) — an Act to amend the Prime Minister's Residence Act
- Ottawa River Act, RSC 1870, c.24
- Public Works Act, RSC 1970, c.P-38, amended in 1977, c.28
- Surplus Crown Assets Act, RSC 260, s.1, c.S-20
- Trans-Canada Highway Act, RSC 1970, c.T-12
- Municipal Grants Act, RSC 1970, c.182, 5.1
- Municipal Grants Act, RSC 1980

## Overall Responsibilities

Public Works Canada is responsible for the management of real property for the Government of Canada and the provision of planning, design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives.

The Department builds, purchases and disposes of land and other real property, rents premises, and maintains, improves and manages properties owned or leased by the Government of Canada. It also provides marine facilities, roads, bridges and public utilities as required by other federal government programs.

## Program Structure

A significantly revised program activity structure has been introduced for 1985-1986. The number of programs has been reduced from seven to five, each of which relates directly to the role expected of the Department in relation to the several activities in which the Department is involved. These are as follows:

**The Services Program** fulfills the common service role to provide a wide range of professional, technical, and operational services required by the government in relation to the acquisition, management, and operation of real property.

**The Accommodation Program** fulfills the common service role to provide the full range of office and other forms of accommodation required to support the operations of government.

**The Government Realty Assets Support Program** provides a central

capability for the government to achieve wider social, economic and environmental objectives related to real property.

**The Marine Transportation and Related Engineering Works Program** provides specific marine works and related infrastructure to facilitate marine transportation and related economic and social development goals.

**The Land Transportation and Other Engineering Works Program** provides highways, bridges and other engineering works to facilitate land transportation and related economic and social development goals.

## Organization

Public Works Canada is a highly decentralized department, delivering service to other federal government departments from six regional offices. There are also several district offices located in each region, which provide local service to the Department's clients and the public. The regional offices are located in Halifax (Atlantic Region); Montréal (Québec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the areas of planning, property administration, real estate services, contract policy and administration, design and construction, and finance and administration.

## Key Contacts

### Enquiries

Telephone: (613) 998-9560

### Public Relations and Information Services

Telephone: (613) 998-9560

### Information Research and Library Services

Telephone: (613) 998-8350

### Access to Information Co-ordinator

Telephone: (613) 998-4270

## General Information

### Public Relations and Information Centre

Traditionally, Public Works Canada has provided information directly to the public through its Public Relations and Information Centre. Requests for information usually reach the Department in the form of telephone, personal or written enquiries.

Telephone enquiries are handled by the recipient of the call or referred to a qualified official. Managers are held responsible for the quality and accuracy of information released. Telephone enquiries are generally quick, definite questions on precise topical problems which can be answered within the scope of a conversation. Complex or highly technical questions are referred for reply to specialists within the Department. Should an enquiry require considerable research, the information will be forwarded when available, usually by mail.

Persons wishing to conduct their own research are usually referred to the Public Relations and Information Centre which ensures the required information is available and arranges contacts within the Department.

### Information Research and Library Services

The public is invited to use the library for research during normal business hours. If the requested information is not available in the Public Works Canada collection, the user will be directed to other sources of information accessible to the Department.

Written enquiries of a general nature are routed through the Public

## DEPARTMENT OF PUBLIC WORKS

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Relations and Information Centre, which may forward them to appropriate departmental officials for reply. Specific enquiries are routed directly to appropriate officials. If lengthy delays are foreseen in responding, the correspondent is notified by an interim reply. The final response is made as soon as the requisite information becomes available.

The existing system of informal access has been in use for several years and has proven efficient and capable of handling all enquiries. The public is encouraged to contact Public Works Canada for information within the Department's sphere of responsibility through headquarters, or the regional and district offices listed below.

### Headquarters

Public Works Canada  
Public Relations and Information Centre  
Sir Charles Tupper Building  
Riverside Drive  
Ottawa, Ontario  
K1A 0M2  
Telephone: (613) 998-9560

### Pacific Region

Public Works Canada  
Information Services Officer  
1166 Alberni Street  
Vancouver, British Columbia  
V6E 3W5  
Telephone: (604) 666-1295

### Western Region

Public Works Canada  
Information Services Officer  
9925-109th Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 425-3175

Public Works Canada  
Finance and Administration Officer  
Room 201, Federal Building  
269 Main Street  
Winnipeg, Manitoba  
R3C 1B2  
Telephone: (204) 949-2388

Public Works Canada  
Finance and Administration Officer  
2221 Hanselman Court  
P.O. Box 1208  
Saskatoon, Saskatchewan  
S7L 6A8  
Telephone: (306) 975-4667

### Ontario Region

Public Works Canada  
Information Services Officer  
4900 Yonge Street  
Willowdale, Ontario  
M2N 6A6  
Telephone: (416) 224-4361

Public Works Canada  
Senior Departmental Representative  
457 Richmond Street  
P.O. Box 668  
London, Ontario  
N6A 4Y4  
Telephone: (519) 679-4288

Public Works Canada  
Senior Departmental Representative  
369 Queen Street East  
1st Floor  
Sault Ste. Marie, Ontario  
P6A 1Z4  
Telephone: (705) 949-1511

Public Works Canada  
Senior Departmental Representative  
540 West Arthur Street  
Thunder Bay, Ontario  
P7E 5R7  
Telephone: (807) 577-6444

### National Capital Region

Public Works Canada  
Information Services Officer  
L'Esplanade Laurier  
140 O'Connor Street  
Ottawa, Ontario  
K1A 0M3  
Telephone: (613) 992-8336

### Québec Region

Public Works Canada  
Information Services Officer  
200 Dorchester Blvd. West  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-2736

Public Works Canada  
Senior Departmental Representative  
Champlain Harbour Station  
901 Du Cap Diamant Street  
Québec City, Québec  
G1K 4K1  
Telephone: (418) 648-3815

Public Works Canada  
Departmental Representative  
P.O. Box 260  
180 Cathédrale Street  
Rimouski, Québec  
G5L 7C1  
Telephone: (418) 722-3022

### Atlantic Region

Public Works Canada  
Information Services Officer  
P.O. Box 2247  
1505 Barrington Street  
Halifax, Nova Scotia  
B3J 3C9  
Telephone: (902) 426-2687

Public Works Canada  
Manager, Administrative Services  
189 Prince William Street  
P.O. Box 7350, Postal Station A  
Saint John, New Brunswick  
E2L 4J4  
Telephone: (506) 658-4521

Public Works Canada  
Manager, Administrative Services  
P.O. Box 4600  
Building 301, Pleasantville  
St. John's, Newfoundland  
A1C 5T2  
Telephone: (709) 726-4946



# DEPARTMENT OF PUBLIC WORKS

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Public Works Canada  
Manager, Administrative Services  
P.O. Box 1268  
Dominion Building, 2nd Floor  
Charlottetown, Prince Edward Island  
C1A 7M8  
Telephone: (902) 892-5455

Public Works Canada  
Manager, Administrative Services  
P.O. Box 520, Station A  
Goose Bay, Labrador  
A0P 1S0  
Telephone: (709) 896-5312

## Publications

In co-operation with the departmental library, the Manuals and Directives Unit maintains an index of all manuals published by the department. A full set of up-to-date manuals is maintained and available in the library.

- E.I.S. — Directives
- E.I.S. — Appointments and Announcements
- Organization
- Design and Construction
- Departmental Planning and Co-ordination
- Property Administration
- Financial Management
- Departmental Index of Authorities
- Year-End Closing Instructions
- Public Accounts Instructions
- Accounts Receivable
- Personnel Management
- Public Relations and Information Services
- Real Estate Services
- Administration
- Materiel Management
- Environmental Safety
- Impac/Revenue Dependency
- Contract Policy and Administration
- Dominion Fire Commissioner
- Information Management
- Project Delivery System
- Emergency Preparedness
- Affirmative Action

Some articles may be published as interim articles to deal with temporary or unique situations, or for the purpose of testing procedures, or where urgency is a factor. In all cases, it will be the originator's responsibility to ensure that these interim documents, when appropriate, are integrated into the manuals system as quickly as possible.

## Access Procedures

Formal access to information under the *Access to Information Act* should be directed to the following Public Works Canada locations

### Headquarters

Public Works Canada  
Access to Information Co-ordinator  
Sir Charles Tupper Building  
Riverside Drive  
Ottawa, Ontario  
K1A 0M2  
Telephone: (613) 998-4270

### Atlantic Region

Public Works Canada  
Regional Chief of Administration  
P.O. Box 2247  
1505 Barrington Street  
Halifax, Nova Scotia  
B3J 3C0  
Telephone: (902) 426-7893

### Québec Region

Public Works Canada  
Regional Chief of Administration  
200 Dorchester Blvd. West  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-7651

### National Capital Region

Public Works Canada  
Chief of Public Relations  
140 O'Connor Street  
L'Esplanade Laurier  
Ottawa, Ontario  
K1A 0M3  
Telephone: (613) 992-8336

### Ontario Region

Public Works Canada  
Chief of Administration  
4900 Yonge Street  
Willowdale, Ontario  
M2N 6A6  
Telephone: (416) 224-4225

### Western Region

Public Works Canada  
Chief of Administration  
9925-109th Street  
Edmonton, Alberta  
T5K 2J8  
Telephone: (403) 425-3250

### Pacific Region

Public Works Canada  
Chief of Administration  
1166 Alberni Street  
Vancouver, British Columbia  
V6E 3W5  
Telephone: (604) 666-2229

## EXECUTIVE SECRETARY BRANCH

### Administrative Policy and Services Directorate

The directorate is responsible for the provision of all administrative support policies and services such as materiel management, information research and library services, word processing, records management, forms, manuals and directives control, parliamentary returns, executive correspondence control security, safety, in-house energy conservation program, and suggestion award program. See

## DEPARTMENT OF PUBLIC WORKS

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PWC/PWC-005, PWC/PWC-055, PWC/PWC-070 and PWC/PWC-075.

### Emergency Preparedness Directorate

This directorate provides plans and preparations for the control and regulation of construction, and the allocation of engineering and construction resources throughout Canada; plans and arranges to protect the population from the wartime effects of radioactive fallout and other weapons' effects; and provides emergency government facilities and readiness plans (in peacetime and war). See PWC/PWC-010.

## CORPORATE AFFAIRS

### Corporate Policy and Strategic Planning Directorate

The directorate develops and co-ordinates departmental policies and strategic plans, investigates and makes recommendations on policy areas, and determines their impact on the Department.

### Corporate Planning Systems and Control Directorate

This directorate organizes, develops, co-ordinates and evaluates the departmental planning process. This includes the setting of management planning timetables, plan formats, organization responsibilities and the quality control of plans. The directorate also carries out reviews of organizational roles and structure and is responsible for preparing the departmental systems plan, which outlines the priorities for corporate systems development. Further, it provides secretariat services for the systems development committee and the project delivery systems (PDS) steering committee.

### Program Evaluation Directorate

The directorate's prime objective is to assist the deputy minister and other senior managers to decide on resource allocation and the management, delivery, design and impact of departmental programs. This is accomplished by conducting periodic evaluation studies of departmental programs and activities.

### Management Consulting Services Directorate

This directorate provides internal management consultant services for the Department in response to specific requests from senior management; supports the development, integration, implementation and maintenance of departmental corporate management policies, systems, procedures and planning capabilities through its consultative role; manages and controls the Department's use of "external management consultant" resources, including managing the funds for acquiring outside consultant services; leads task forces and participates on special projects designated by the deputy minister or the executive committee.

### Personnel Branch

This branch consists of five directorates: Personnel Planning and Systems; Education, Training and Development; Staff Relations; Personnel Operations; and Affirmative Action and Official Languages. It provides national policy and services in the areas of staffing, classifications, career planning, training and development, human resources planning and other areas concerning personnel. The branch also provides special services to the Equal Opportunity Programs Directorate. It maintains the personnel management systems (PMS) and the official languages information systems (OLIS).

## REALTY BRANCH

### Property Administration — Accommodation Services Directorate

This directorate is responsible for the space planning, management and marketing of Public Works-controlled accommodation. It helps the Treasury Board of Canada develop and monitor accommodation policies and standards, and ensures the maximization of revenues from Public Works' real property portfolio. It is also responsible for the leasing of space from the private sector as required by the government. See the following classes of records: PWC/PWC-005, PWC/PWC-040 and PWC/PWC-065.

### Property Management Directorate

The directorate is responsible for the full range of tenant services such as energy conservation, physical security and fire safety programs, signage, priority use of fuels, general maintenance and service contracts. In consultation with the Contract Policy and Administration Directorate it develops procedures for inviting and processing quotations and tenders for work in existing Crown-owned and leased buildings. See PWC/PWC-040 and PWC/PWC-065.

### Facilities Maintenance Policy Directorate

This directorate is responsible for the establishment and monitoring of policies, guidelines, standards and programs as they relate to the building maintenance services of Public Works Canada facilities. These services include electrical, mechanical, energy conservation, architectural, structural and general building maintenance such as cleaning services. See the following classes of records: PWC/PWC-005, PWC/PWC-040, and PWC/PWC-065 and all operational classes.

### Real Estate Services — Property Development Directorate

The directorate is responsible for identification of realty development opportunities through "highest and best use" analysis and for the development of optimum solutions that contribute to the realization of the opportunities identified. In addition, the directorate is responsible for the interpretation and application of the Federal Land Management (FLM) principles within the Department. To meet its responsibilities on a national basis the directorate establishes policies, guidelines and procedures governing all real property transactions, including changes in use. See PWC/PWC-045, PWC/PWC-050 and PWC/PWC-085.

### Implementation Directorate

This directorate is functionally responsible for services in the fields of real estate acquisition, appraisal and disposal as they relate to the Government Land Purchase Regulations, Contracts Regulations, Clauses, Government Lands Leasing and Licensing Regulations, the *Federal Expropriation Act*, the *Surplus Crown Assets Act*, *Public Works Act* and the *Public Lands Grants Act*. This directorate is also responsible for the formulation of policies and procedures followed by the Department in carrying out these services, as well as being a liaison between the Treasury Board of Canada, the Privy Council Office and the regions in matters concerning departmental functions. See PWC/PWC-045 and PWC/PWC-085.



# DEPARTMENT OF PUBLIC WORKS

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## Resources and Standards Directorate

This directorate is responsible for the planning, development and maintenance of the departmental property inventory and the provision of legal land survey services. These services are required for the appraisal, expropriation, acquisition and disposal functions of the Department. See PWC/PWC-045, PWC/PWC-060 and PWC/PWC-085.

## Municipal Grants Directorate

This directorate is responsible for the administration of the payment of grants to municipal, school, provincial and territorial taxing authorities in lieu of a real property tax for a taxation year and in lieu of a frontage or area tax on federal property situated within the area in which the taxing authority has the power to levy and collect the real property, frontage or area tax. Such federal properties are exempt from municipal taxation pursuant to Section 125 of the *British North America Act*. See PWC/PWC-045.

## Crown Corporation Directorate

The directorate is responsible for liaison between Public Works Canada and the Crown corporations for which the Minister of Public Works is responsible.

## IMPAC/REVENUE DEPENDENCY BRANCH

This branch leads and co-ordinates departmental activities related to the Comptroller General's improved management practices and controls (IMPAC) plan; the introduction of charging other government departments for Public Works accommodation plus professional and technical services; and the conversion of Public Works to operating in a revenue-dependent mode of management. The project issues statements of principles and goals, calls for annual departmental work plans by functions and regions, directs and co-ordinates activities in support of IMPAC and Revenue Dependency work plans, and acts as secretariat to the executive steering committee (Public Works approval body).

## Operations Branch

### Operational Services Directorate

This directorate monitors departmental operations, maintains liaison with clients, responds to clients' problems and needs, assists regions in dealing with headquarters functions, client headquarters and central agencies, and provides operationally oriented guidance to regional management. See the following classes of records: PWC/PWC-005, PWC/PWC-025, PWC/PWC-030, PWC/PWC-040, PWC/PWC-045, PWC/PWC-055 and PWC/PWC-065.

### Contract Policy and Administration Directorate

The directorate is responsible for the development, recommendation and implementation of guidelines and procedures as they relate to the management and administration of all types of Public Works contracts. See PWC/PWC-005, PWC/PWC-030 and PWC/PWC-065.

### Operational Planning Directorate

This directorate is divided into three units: (1) Planning Analysis, which formulates the Department's multi-year operation plan, budget-year operational plan and current-year operational plan, monitors activities and develops strategies for each Public Works program, and provides ad hoc program analysis on request from the

Minister and executive committee; (2) Performance Analysis, which develops and implements an operations performance indicators system in support of both regional and national operations, and measures and reports on the performance of operational plans and programs; and (3) Systems Support, which directs the development and implementation of the systems to provide the information required for the management of the national and regional operations of the department, and the delivery of client program requirements. See PWC/PWC-030 and PWC/PWC-040.

## DESIGN AND CONSTRUCTION BRANCH

### Special Services Directorate

This directorate provides branch professional staff with advice and support in the areas of management practices, financial and personnel planning, business systems and general administration.

### Design and Construction Services Directorate

#### Transportation Division

This division is responsible for all activities of a national scale relating to transportation works, such as transportation structures (bridges) and highways, under the jurisdiction of Public Works Canada. It is also responsible for the planning and implementation of technical and administrative policies, standards and guidelines relating to the field of transportation as it pertains to the Department. See PWC/PWC-025 and PWC/PWC-030.

#### Marine Division

The division is responsible for all aspects of marine construction, design, planning and engineering as required by Public Works Canada. It is also responsible for the development and co-ordination of the marine works programs funded by this and other government departments. See PWC/PWC-025 and PWC/PWC-030.

#### Environmental Design Division

The division provides professional services and support to Public Works Canada regional offices and other government departments in the fields of planning, urban design, landscape architecture, environmental analysis and the conservation of heritage structures. See PWC/PWC-025 and PWC/PWC-030.

#### Buildings Division

This division's responsibility is to establish a centre for the building product line in the branch and the Department through the provision of professional advice and support to regions, other branches, the Department executive and other government departments. This responsibility requires the development of practical and functional knowledge and suitable processes for its application; the assessment of product line organization and resources; and the monitoring of programs to ensure the achievement of satisfactory levels of building quality. See PWC/PWC-025 and PWC/PWC-030.

#### Consultant Services Division

The division is responsible for the negotiation of approvals through the Treasury Board of Canada; for entry into contract; and development of new contracts in the fields of engineering, architecture, construction and special consulting services. See PWC/PWC-025 and PWC/PWC-030.



# DEPARTMENT OF PUBLIC WORKS

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## Technology Development Division

This division manages special projects related to energy conservation, standards, systems, government master specification development, technological planning, and technical documentation. See PWC/PWC-020, PWC/PWC-025, PWC/PWC-030 and PWC/PWC-055.

## Engineering Technology Division

This division provides expertise in the fields of thermography and civil, electrical and mechanical engineering. See PWC/PWC-025, PWC/PWC-030 and PWC/PWC-055.

## Architectural and Building Sciences Division

This division is charged with maintaining an adequate knowledge base in two areas: the building enclosure and the interior environment. To this end, it identifies and acquires the most appropriate and up-to-date technology for the design, construction, operation and maintenance of facilities. See PWC/PWC-025 and PWC/PWC-030.

## Project Management Technology Division

The division has the prime responsibility and accountability for the acquisition, development and application of technologies and training related to project management, cost planning, construction specifications, scheduling, and construction quality assurance in the Public Works' fields related to design and construction. See PWC/PWC-025 and PWC/PWC-030.

## PUBLIC RELATIONS AND INFORMATION CENTRE

The centre is responsible for developing public awareness and understanding of the roles, missions, and activities of Public Work Canada; maintaining responsive relations with the Minister's office; developing, implementing, maintaining and evaluating communications programs and mechanisms addressed to Public Works clients, and public and internal users; assessing public feedback to public relations and information services activities; maintaining effective relations and communications with the media; maintaining liaison with public affairs and information services divisions in other government departments; and for advising on the implementation of the federal identity program.

## FIRE COMMISSIONER OF CANADA

The Commissioner's office is responsible for all fire prevention and fire safety programs for federal government properties, including fire and explosion investigations; fire safety and property evacuation training for government employees; determination of fire protection engineering standards for building construction; advice to other government departments on related design, specifications and engineering standards; research in the fire protection field; the monitoring and evaluation of the Fire Commissioner's functions nationally and directing regional actions; correlation and distribution of federal government fire loss statistics; and maintenance of liaison with national professional and technical fire protection associations. See PWC/PWC-035.

## FINANCE AND ADMINISTRATION BRANCH

### Financial Services Division

The division directs departmental financial planning; resource negotiations with the Treasury Board of Canada; resource allocations;

budgetary control and reporting; cash management and financial analysis.

### Corporate Finance Division

The division processes, records and reports on the Department's financial transactions and accounting activities; develops, coordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all Public Works travel and relocation programs and (in conjunction with personnel) the pay administration system; produces public accounts year-end submissions; and ensures accountability for non-budget fiscal accounts. The division provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

### Informatics Services Directorate

The directorate is responsible for provision of a full range of electronic data processing (EDP) and computer systems services to support all activities of the Department. It is responsible for the centralized development of all systems serving common national requirements, the management of departmental databases, and central planning and control of all EDP in the Department. The directorate also provides technical computing services in support of the Department's professional and technical program and management science services to support departmental planners, analysts and managers.

## Classes of Records

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The following are the centralized classes of records maintained by Public Works Canada.

PWC/PWC-005 *Formerly Identified as:* PWC-10

### General Operations

*Description:* Information on operational activities. *Topics:* Ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; post-occupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems.

PWC/PWC-010 *Formerly Identified as:* PWC-20

### Emergency Preparedness

*Description:* Information on emergency preparedness activities in peacetime and war. *Topics:* Accommodation control; emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program; blast and vulnerability reduction studies; provincial and community shelter plans; surveys. *Storage Media:* EDP systems, plans, photographs, maps, graphics, films, tapes and microfiche.

PWC/PWC-015 *Formerly Identified as:* PWC-30

### Fine Art

*Description:* Information on the Fine Art program. *Topics:* Artists; paintings and portraits; rugs; tapestries and murals; sculptures and monuments. *Storage Medium:* Photographs.

PWC/PWC-020 *Formerly Identified as:* PWC-40

### Specifications

*Description:* Specifications and Canadian government master specifications. *Topics:* Specifications — architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. *Storage Medium:* Microfiche.

## DEPARTMENT OF PUBLIC WORKS

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PWC/PWC-025 *Formerly Identified as:* PWC-50

### **Design and Construction**

*Description:* Construction programs. *Topics:* Construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. *Storage Media:* EDP systems, slides and film, brochures, microfilm, photographs.

PWC/PWC-030 *Formerly Identified as:* PWC-60

### **Project Files**

*Description:* Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving. *Topics:* Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC/PWC-015); materials and equipment. *Storage Media:* Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.

PWC/PWC-035 *Formerly Identified as:* PWC-70

### **Fire Commissioner of Canada**

*Description:* Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around government of Canada property. *Topics:* Fire protection; fire emergency organization; fire orders and drills; inspections; promotion and development of fire safety; fire loss reports; false alarms; fire safety and equipment standards. *Storage Media:* Machine-readable records, microfiche, films, slides, plans, specifications.

PWC/PWC-040 *Formerly Identified as:* PWC-80

### **Accommodation**

*Description:* Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Media:* Machine-readable records, maps.

PWC/PWC-045 *Formerly Identified as:* PWC-90

### **Buildings and Lands**

*Description:* Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Media:* Machine-readable records, microfiche, drawings, plans, maps.

PWC/PWC-050 *Formerly Identified as:* PWC-100

### **Property Development**

*Description:* Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land-use analysis and optimization studies. *Storage Media:* Maps, plans, photographs.

PWC/PWC-055 *Formerly Identified as:* PWC-110

### **Energy Conservation**

*Description:* Information on Public Works' energy conservation program. *Topics:* Guidelines and standards; information exchange and co-operation; studies; building energy systems analysis; district

heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Media:* Machine-readable records, photographs, cartographic and microfilm videotapes, disc storage.

PWC/PWC-060 *Formerly Identified as:* PWC-120

### **Property Inventories**

*Description:* Inventories of properties owned or leased by the federal government and its agencies. *Topics:* Inventories; central real property inventory; Public Works Canada real property inventory. *Storage Media:* EDP systems, microfilm records, maps, survey plans, photographs, prints, film.

PWC/PWC-065 *Formerly Identified as:* PWC-130

### **Maintenance and Repairs**

*Description:* Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; look boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Media:* EDP systems, maps, plans, photographs.

PWC/PWC-070 *Formerly Identified as:* PWC-140

### **Safety**

*Description:* Information on safety in federally controlled structures. *Topics:* Environmental safety; fire prevention and protection; standards. *Storage Medium:* EDP systems.

PWC/PWC-075 *Formerly Identified as:* PWC-150

### **Physical Security**

*Description:* Information on physical security in federally controlled structures. *Topics:* Bomb threats; building security; illegal occupation of government buildings.

PWC/PWC-080 *Formerly Identified as:* PWC-160

### **Signs and Plaques**

*Description:* Information on the federal identity program and the design and development of standard signage. *Topics:* Identification of buildings; national signage program and its implementation.

PWC/PWC-085 *Formerly Identified as:* PWC-170

### **Surplus Properties**

*Description:* Information on the disposition of properties or structures surplus to the needs of government departments and agencies. *Topics:* Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property. *Storage Media:* EDP systems and microfilm records.

PWC/PWC-090 *Formerly Identified as:* PWC-180

### **Municipal Grants**

*Description:* Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Storage Media:* Maps, sketches, plans and photographs, machine-readable records. *Special Access Note:* Files are arranged by province and territory, from east to west with their taxing authorities in alphabetical order.

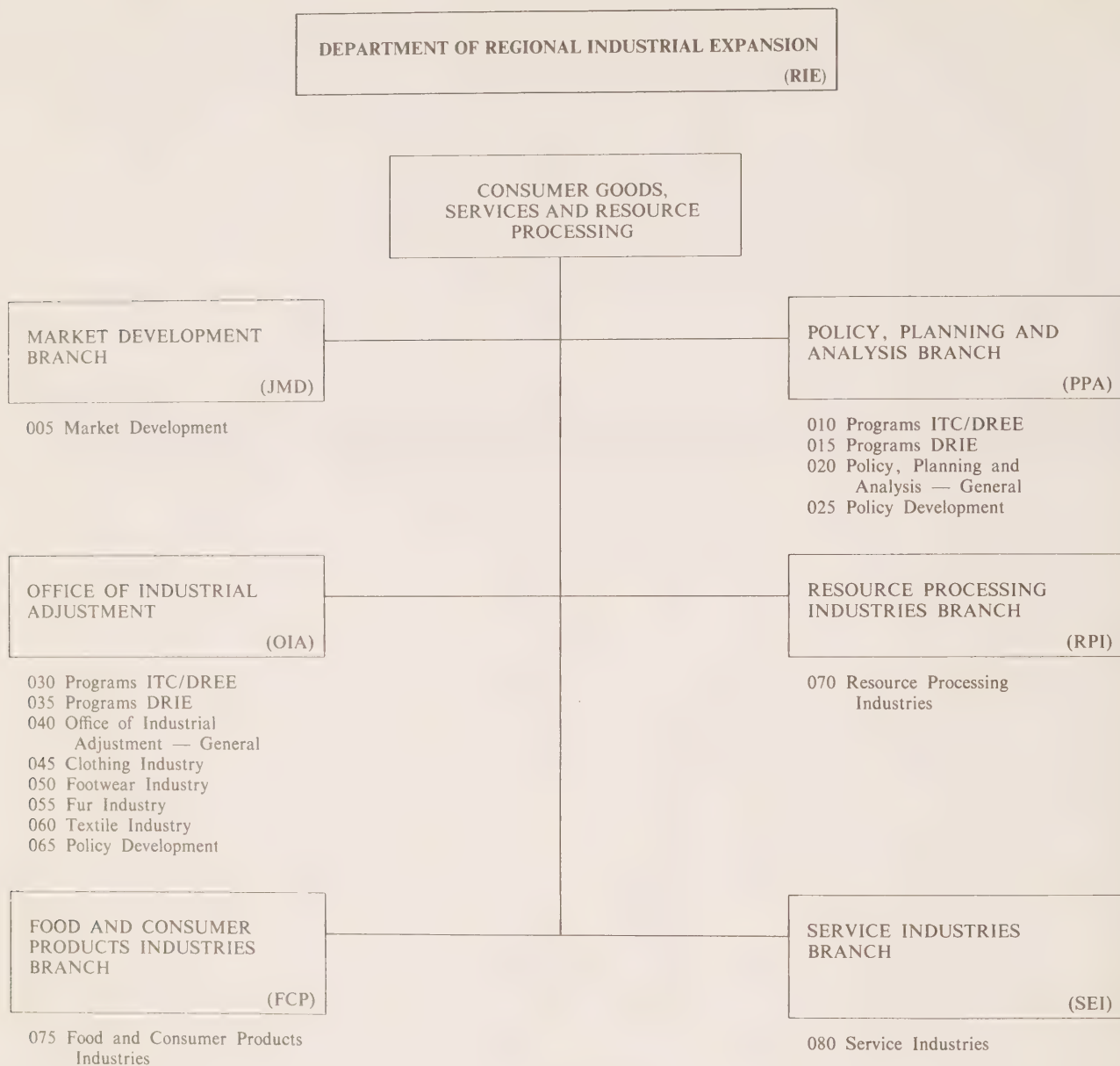




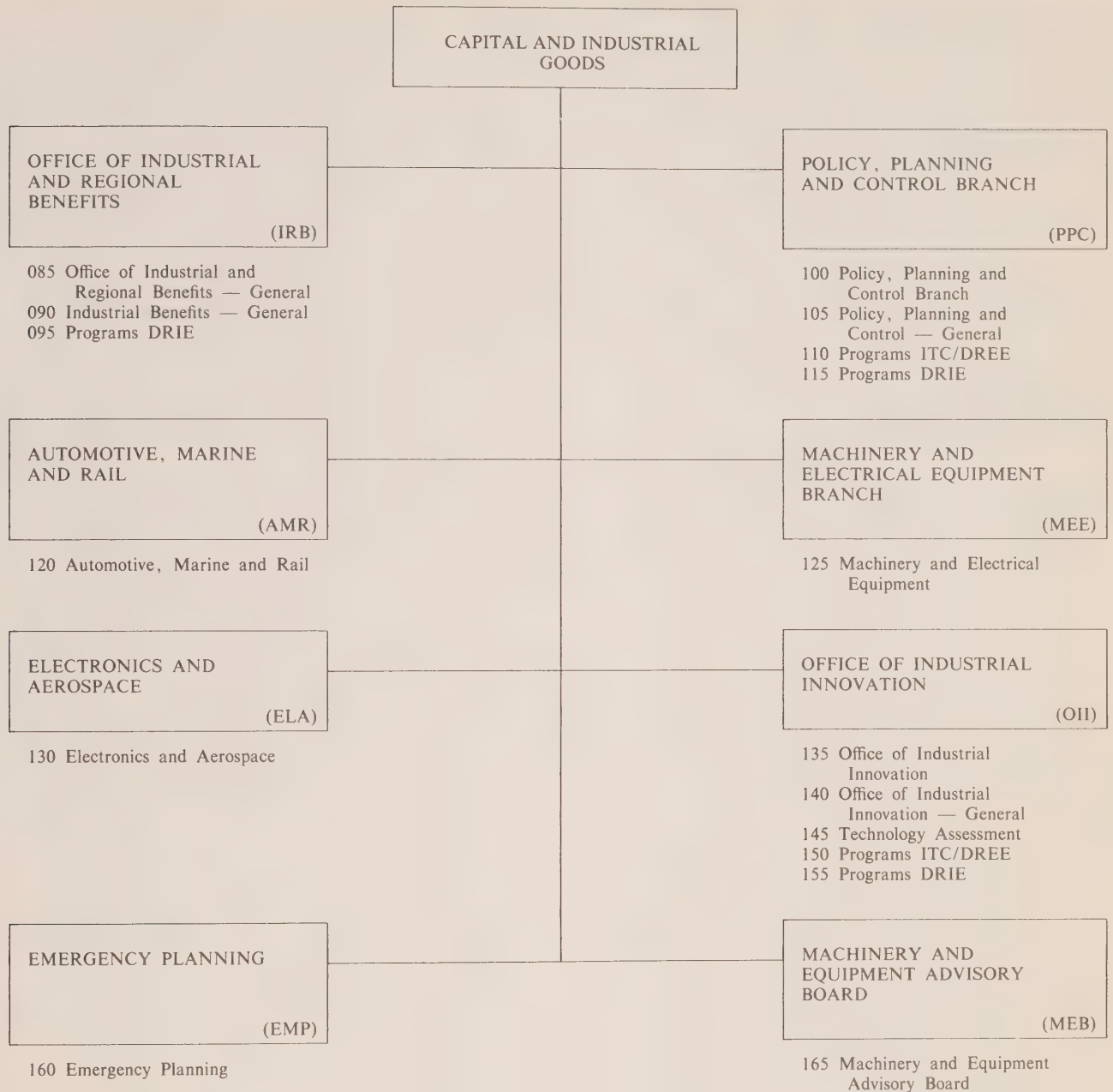
# **DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION**

## **Chapter 82**

# DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION



# DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION





## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

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### TOURISM CANADA

(TOU)

170 Tourism Canada

### CORPORATE CO-ORDINATION BUREAU

(CCB)

205 Corporate Co-ordination  
Bureau

### SMALL BUSINESS AND SPECIAL PROJECTS

(BSP)

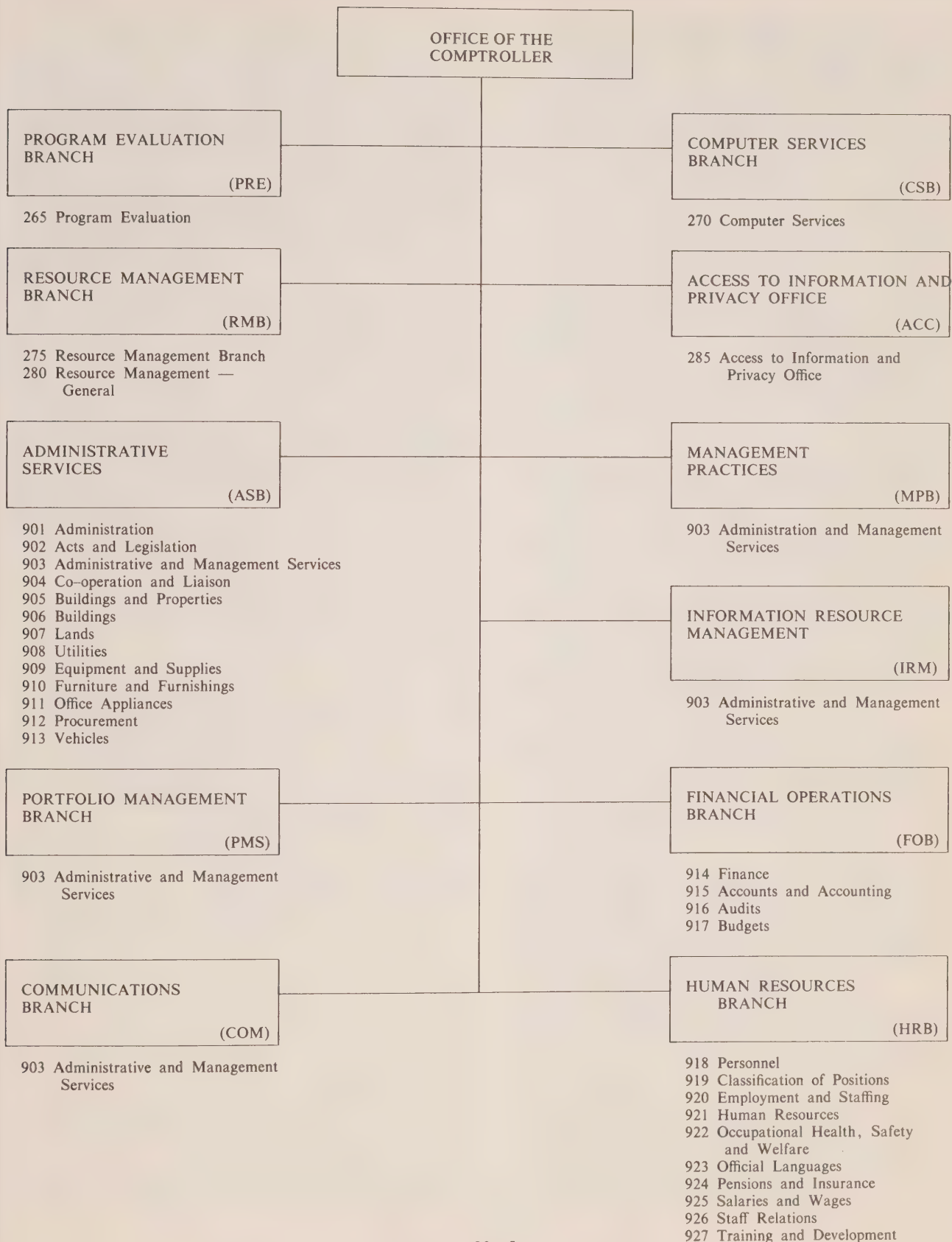
- 175 Small Business and Special  
Projects
- 180 Regional and Industrial  
Projects and Crown  
Investments — General
- 185 Crown Corporations and  
Investments
- 190 Major Projects
- 195 Small Business Secretariat
- 200 Program Development and  
Operations

### POLICY

(POL)

- 210 Policy — General
- 215 Relations with Business and  
Labour
- 220 Framework Policies
- 225 Short-Term Economic Analysis
- 230 Statistical and Database  
Services
- 235 Strategic Planning and  
Regional Policy
- 240 Structural Analysis
- 245 Trade Policy
- 250 Trade Development
- 255 Programs ITC/DREE
- 260 Programs DRIE

# DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION



## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

### CANADIAN INDUSTRIAL RENEWAL BOARD

(CIR)

290 Canadian Industrial Renewal  
Board

### OFFICE FOR REGIONAL DEVELOPMENT

(ORD)

305 Office for Regional  
Development — General  
310 Policy and Expenditure  
Management System  
315 Regional Development Policy  
320 Federal Economic Development  
Co-ordinators

### REGIONAL OFFICES

(XRO)

330 DRIE — General  
335 Industrial and Regional  
Development  
340 Programs ITC/DREE  
345 Programs DRIE  
350 Tourism

### OFFICE OF INTERNAL AUDIT

(AUD)

295 Office of Internal Audit  
300 Internal Audit — General

### NATIVE ECONOMIC DEVELOPMENT PROGRAM

(NED)

325 Native Economic Development  
Program — General

### NORTHERN AND SPECIAL PROGRAMS

(NSP)

355 DRIE — General  
360 Industrial and Regional  
Development  
365 Programs ITC/DREE  
370 Programs DRIE  
375 Tourism

ACCESS TO INFORMATION AND  
PRIVACY OFFICE  
OFFICE OF THE COMPTROLLER  
DEPARTMENT OF REGIONAL  
INDUSTRIAL EXPANSION  
3RD FLOOR  
235 QUEEN STREET  
OTTAWA, ONTARIO  
K8A 0H5



# DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

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## Background

The Department of Regional Industrial Expansion (DRIE) was created in December, 1983, through the amalgamation of elements of the former Departments of Industry, Trade and Commerce and Regional Economic Expansion. DRIE was established to address the government's key priority of economic renewal, and was given the mandate of increasing the economic prosperity of Canadians in all provinces and stimulating regional industrial expansion. When the Ministry of State for Economic and Regional Development was disbanded in July, 1984, the Regional and Project Co-ordination Branch and the Federal Economic Development Co-ordinators were transferred to DRIE.

The Department's objective is to increase overall industrial, commercial and tourism activity in all parts of Canada in an environment that is stable and responsive to the expressed needs of business. This objective is achieved by working with business and labour, other governments and the academic community; providing financial, marketing and other technical information to businesses; and, where necessary, extending direct financial assistance.

The Department acts to foster a climate which encourages firms to be more internationally competitive by developing new products, processes, and services; by establishing the capacity to produce these goods and services; by marketing these goods and services at home and abroad; and by restructuring the firms' activities to adjust to changing market conditions.

## Laws and Regulations

- Area Development Incentives Act
- Agricultural and Rural Development Act
- Cape Breton Development Corporation Act
- Regional Development Incentives Act
- Special Areas Act
- Federal Business Development Bank Act
- Foreign Investment Review Act
- Department of Regional Industrial Expansion Act
- National Design Council Act
- Small Business Loans Act
- Textile and Clothing Board Act
- Industrial Research and Development Incentives Act
- Small Business Investment Grants Act
- Industrial and Regional Development Act

In addition to the above, the Minister is responsible for the following regulations:

- Area Development Incentives Regulations
- Regional Development Incentives Regulations
- Baie Verte Special Area Order
- Prince Edward Island Special Area Order
- Special Areas Industrial Renewal Order
- Southeast New Brunswick Special Area Order
- Foreign Investment Review Regulations
- Small Business Loans Regulations
- Industrial Research and Development Incentives Regulations
- Small Business Investments Grants Regulations
- Industrial and Regional Development Regulations
- Automotive Manufacturing Assistance Regulations
- Canada Cycle and Motor Company Limited Enterprise Development Regulations

- Canadian Industrial Renewal Regulations
- Consolidated Computer Incorporated Adjustment Assistance Regulations
- Consolidated Computer Incorporated Enterprise Development Regulations
- Enterprise Development Regulations
- Footwear and Tanning Industries Assistance Regulations
- General Adjustment Assistance Regulations

## Overall Responsibilities

The following is a list of major programs administered by the Department:

**Industrial and Regional Development Program (IRDP):** The core program of DRIE, it provides assistance to business and non-profit organizations through contributions, repayable contributions and loan guarantees.

**Tourism Canada (Canadian Government Office of Tourism — CGOT):** This program promotes Canada's tourism industry abroad and in the domestic market and assists the industry in improving its product and competitiveness.

**Defence Industry Productivity Program (DIPP):** This program provides financial assistance to industrial firms involved in the production of defence or defence-related products for export.

**Program for Export Market Development (PEMD):** Delivered by the Department on behalf of the Department of External Affairs, it provides incentives for Canadian firms to enter or expand foreign markets.

**Special ARDA (Agricultural and Rural Development Act):** This program was designed to help residents of remote and northern areas (in particular, those of Indian and Inuit ancestry) to start, expand or modernize commercial ventures employing native people and to improve incomes in such primary activities as hunting, trapping, fishing and forestry. (Applies only in Manitoba, Saskatchewan, British Columbia, Yukon and Northwest Territories.)

**Native Economic Development Program (NEDP):** A four-year federal program to aid the economic development of native people, the \$345 million fund will be managed by a board comprised of a majority of native persons with business experience who will advise ministers concerning policy and operational matters and make recommendations on individual applications for assistance from the fund.

**Western Transportation Industrial Development Program (WTID):** WTID is a federal government initiative designed to assist business in western Canada to take advantage of the economic opportunities resulting from the decision to revise the Crow's Nest Pass rate and expand the western railway system. It is a five-year program expiring on March 31, 1988 which provides assistance to companies engaged in manufacturing, processing and related activities to reap the benefits of increased investment in railway capacity.

**Economic Regional Development Agreements (ERDA):** These federal-provincial agreements are administered at the regional level and enquiries should be referred to the regional communications offices.

## Key Contacts

The Department of Regional Industrial Expansion makes information available to the public on a continuing basis through the following channels. These channels should be used for informal requests for information i.e. not formal requests for records under the *Access to Information Act*. Chief among the informal channels of communications are

## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

- Departmental officials who regularly and informally provide information to business clientele and the news media.
- The Communications Branch, which provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; provides films, visual materials and publications on DRIE programs and services; co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; and maintains contact with other federal institutions, and other levels of government and the private sector.

**Media Enquiries:** (613) 995-8900

### Regional Offices

These offices are located in each province to provide access to information on all federal and provincial government programs and services available to Canadian business and industry. These regional offices can be contacted at:

**Vancouver, British Columbia**

(604) 666-0434

**Edmonton, Alberta**

(403) 420-2944

**Saskatoon, Saskatchewan**

(Also serves the Yukon and the Northwest Territories)

(306) 975-4400

**Winnipeg, Manitoba**

(204) 949-6163

**Toronto, Ontario**

(416) 365-3737

**Montréal, Québec**

(514) 283-8185

**Moncton, New Brunswick**

(506) 388-6400

**Halifax, Nova Scotia**

(902) 426-2018

**Charlottetown, Prince Edward Island**

(902) 566-7400

**St. John's, Newfoundland**

(709) 772-4884

The Departmental Library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research, to business people, members of the academic community at the graduate level or higher, and officials of the Department of Regional Industrial Expansion and other federal government institutions. This facility is located at:

**Library**

3rd Floor West

Department of Regional Industrial Expansion

235 Queen Street

Ottawa, Ontario

K1A 0H5

Telephone: (613) 992-4947

### Access Procedures

Persons who wish to formally exercise their rights under the *Access to Information Act* are requested to submit their requests in writing to

The Senior Departmental Advisor  
Access to Information and Privacy Office  
Office of the Comptroller  
Department of Regional Industrial Expansion  
3rd Floor West  
235 Queen Street  
Ottawa, Ontario  
K1A 0H5  
Telephone: (613) 957-0508

Due to the amalgamation referred to in the background section, the management of departmental records is still in a transition phase. To reflect this, the information holdings are displayed in three sets; the first set is a description of the branches, offices, and classes of records for the present Department of Regional Industrial Expansion which comprise the records of the three integrated institutions; the second set is the records of the former Department of Industry, Trade and Commerce; the third set is the records of the former Department of Regional Economic Expansion. Some of these latter records have not yet been integrated. Please proceed by first reviewing the classes of records in the first set for Regional Industrial Expansion, which will refer to the appropriate records in the second and third sets which have not yet been integrated.

### CONSUMER GOODS, SERVICES AND RESOURCE PROCESSING

This organization gathers and analyzes information on industry; provides policy advice concerning three industry sectors (resource processing, consumer goods, foods and chemicals); and co-ordinates departmental responsibility for industrial adjustment programs.

#### EDP Systems

- Demand study of Canadian health product markets system: This system was developed for the health care products division for data collection and reporting on four major product groups.

### Market Development Branch

This branch identifies and analyzes current and new market opportunities in all sectors and regions of Canada, develops a complementary program of domestic marketing activities through the marketing element of the Industrial and Regional Development Program (IRDP) and conducts other special measures to increase the overall share of Canadian products in the domestic market.

#### Manuals

- Import Analysis Methodology for Project Managers

#### EDP Systems

- Business opportunities sourcing system (BOSS): This system is designed to locate information about Canadian companies and their products. It can be used to identify a Canadian manufacturer and/or supplier of a specific product or to find accurate, up-to-date information about Canadian manufacturers and international trading houses. Information about Canadian service industries will soon be added to the system.
- Establishment system: The establishment system maintains tombstone information about any external agency dealing with the Department. This information is considered unique to an establishment, and is utilized by departmental programs and branches interfacing with the system.
- Import analysis management information system (IAMIS): This system is a management tool used to provide accurate and timely information concerning projects undertaken by the import analysis division personnel.
- Import commodity system: A system is in place to mechanize the processing of customs documents in response to requests for



## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

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commodity studies. Trade patterns of specific items are coded, key entered, placed on a computer file, analyzed and printed in a variety of formats so that a thorough evaluation may be undertaken.

- Import replacement reporting system: The import replacement division prepares industry sector profiles of imports at the request of various companies or agencies. When a request is approved and work is to commence, the work of developing the profile is called a project.

### Policy, Planning and Analysis Branch

This branch initiates, and assists with, the analysis needed to form government policies concerning consumer goods, services and resource processing (CGSRP) industries.

#### EDP Systems

- Capacity utilization system: This system calculates on a quarterly basis rates of capacity utilization by sector.
- Key business ratios project: This system develops financial data for selected corporations. Using the credit rating service, financial ratios are produced on an annual basis.
- MIT/BIRCH study: This system analyzes and generates reports concerning the Dun and Bradstreet Micro database at its current state of development.
- Trade sector analysis system: The purpose of this system is to develop a user operated, flexible system for processing trade data, to respond to specific requests for profile analysis.
- Trade Sector Designation System.

### Office of Industrial Adjustment

This office develops and implements policies and programs to assist the adjustment and renewal of Canadian manufacturing and processing industries, with emphasis on the textile, clothing and footwear industries; analyzes and evaluates applications under the Department's funded programs for consumer goods, services and resource processing sectors; and promotes industrial design to improve economic performance.

#### EDP Systems

- Canadian econometric processing system: The Canadian econometric model for structural analysis is a detailed sectoral model of the Canadian economy which focuses in particular on the market performance of the main industries and commodities.
- Canadian Explorer Model 2 development: This system represents a long-range structural simulation model of the Canadian economy. The system utilizes data from Canadian structural accounts (input/output model) and information from the Economic Council and Cansim/Candide to develop a mechanism for evaluating long-range sectoral and macro-event impacts. An economy-based structure is in place to analyze the impact of various macro activities and their interaction in the Canadian marketplace.
- Design Canada mailing list system: This is a standard mailing labels system providing lists of persons or companies that Design Canada contacts on a regular basis. The file contains many lists of addresses, suitably coded so that selections can be made. Typical persons on the list are designers, engineers, architects and their firms. Various types of reports are produced by classification and country, indicating types of publications and newsletters required.
- Information system for apparel and textile industries: This system provides the Textiles and Consumer Products Branch with a monthly report on the performance of imports into Canada at the seven-digit CITC level. The CITC is a further breakdown of the five-digit MCC (Import Commodity Classification).
- Textiles and consumer products system: This system reports monthly on import commodity classified and export commodity classified data supplied by Statistics Canada. The data pertains

solely to textile and consumer products of concern to the branch. The data received is used to update the Department's master files and reports are produced showing performance figures for the data requested and various codes, the performance of imported commodities under restraint, and trade summaries showing balance of demand.

- Textiles and consumer products system one: This system is designed to provide reports showing performance figures for the data requested and various codes, the performance of imported commodities under restraint, and trade summaries showing balance of demand.
- Textiles and consumer products system two: This system is designed to produce reports showing performance figures for the data requested and various codes, the performance of imported commodities under restraint, and trade summaries showing balance of demand.

### Resource Processing Industries Branch

The branch provides government liaison with the chemicals, forest products, and metals and minerals industries; forms policy recommendations and administers programs (either directly or in conjunction with regional offices) affecting the three sectors; consults and works with companies and trade associations.

#### Manuals

- Generalized Return on Capital Employed
- Generalized Discounted Cash Flow Return on Capital Employed

#### EDP Systems

- General competitiveness model: A computer model was conceived, designed, developed, and implemented to measure, on an industrial basis, the level of operational competitiveness within which firms are operating and the degree of their economic stability. A computer system houses the model, which performs a variety of simulations and statistical analyses (e.g., financial return on capital calculations and discounted cash flow situations) and has the capability, through generalized software, to act on data from other industries.

### Food and Consumer Products Industries Branch

This branch provides overall economic development in the Canadian food and consumer products industries; and forms a focal point on policy issues which impact on these industries.

#### EDP Systems

- Food and consumer products (FCP) information system: The purpose of this system is to automate three tasks comprising industry-related, correspondence and project-related data.
- Nutritive processing information system: This system maintains a complete financial information system on the Canada/Alberta subsidiary agreement on nutritive processing assistance.

### Service Industries Branch

This branch provides departmental liaison with construction and consulting services, wholesale and retail organizations and other merchandising operations, transportation services, trading houses, computer services and other services to business; and provides expertise to form policy and implement and deliver appropriate programs.

#### EDP Systems

- CANSIM database for the trade sector: This system maintains and processes various statistics on establishments which reside in the wholesale/retail classification for "Line of Business," selects and



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stores Cansim and user-supplied data, processes the data in a variety of ways, and reports the data for various periods in a variety of formats.

### CAPITAL AND INDUSTRIAL GOODS

This organization promotes regionally balanced development of internationally competitive, adaptable enterprises in the capital and industrial goods sectors (automotive, marine, rail, electronics, aerospace, machinery, and electrical equipment).

It also provides a focal point in the Department and in the government for key, cross-sectoral activities of particular importance to capital and industrial goods industries, namely: industrial innovation, regional and industrial benefits from major capital projects, and regional and industrial benefits from major Crown procurement.

### Office of Industrial and Regional Benefits

This office encourages the development of major Canadian projects in a manner that provides the maximum opportunity for Canadian suppliers of goods and services to participate competitively.

#### EDP Systems

- East coast exploration databases system: The purpose of this system is to determine demand and supply of Canadian goods that go into projects, generally offshore exploration and development.

### Policy, Planning and Control Branch

The branch advises the assistant deputy minister on industrial trade and other economic policies being developed in this Department and other federal departments; develops, analyzes and makes recommendations on policies affecting various regions and industrial sectors; co-ordinates strategic and operational planning and assists with the management and control of financial and human resources; co-ordinates the program management function for the Defence Industry Productivity Program (DIPP) and provides secretariat services to the DIPP Advisory Committee.

#### Manuals

- Defence Industry Productivity Program — Administrative Directive and Program Criteria.

#### EDP Systems

- Defence industry productivity system: This system provides commitment and expenditure information for companies receiving assistance under the Defence Industry Productivity Program.

### Automotive Marine and Rail Branch

This branch forms sectoral policies; and plans and executes programs and services to promote the establishment, improvement, efficiency and export market growth of the automotive, marine, rail and urban industry sectors.

#### Manuals

- Guidelines to Shipbuilders — Canadian Content
- Guidelines to Shipbuilders — Contribution for Performance Improvement

#### EDP Systems

- Canadian patrol frigate monitoring system: This system is designed to address all specific requirements of the Canadian Patrol Frigate (CPF) monitoring system and to allow the capability to monitor the program and ensure that achievement is tracked against industrial benefit commitments (of foreign suppliers) in order to measure contractor performance against contractual obligation.
- Computer system selection system: This system is designed to

automate eight tasks comprising industry-related data and project-related data.

### Machinery and Electrical Equipment Branch

This branch is responsible for policies and action plans to promote the growth and international competitiveness of the machinery and electrical equipment industries; provides a sectoral focus for trade promotion activities and regional delivery of incentive programs; and chairs an inter-departmental board responsible for the Machinery Tariff Program.

#### Manuals

- MACH — Machinery Program

#### EDP Systems

- Machinery program control system: This system assists in the processing of applications under the machinery equipment duty remission program.

### Electronics and Aerospace Branch

This branch promotes the development and expansion of viable business in the electronics and aerospace sectors by formulating sectoral policies and implementing government programs and services; it also counsels and advises on all matters relating to these sectors.

#### EDP Systems

- Aerospace offset monitoring system: This is an industrial benefits management system containing information on claim data arising from major aerospace contracts. Lockheed and McDonnell Douglas submit magnetic tapes of offset claim data which are input to the system.
- Electrical and electronic database: This system is run once per year as the yearly Dun and Bradstreet file is received. Canadian companies in the electrical and electronic industries are selected and statistical reports are produced to aid the branch in industrial analysis. The same system is also used for computer software companies.

### Office of Industrial Innovation

This office is responsible for matters concerning industrial innovation and the application of science and technology in support of the regional and industrial objectives of the Department.

### Emergency Planning Branch

This branch oversees emergency planning for the National Emergency Agency.

### Machinery and Equipment Advisory Board

The Machinery and Equipment Advisory Program encourages the expansion and efficiency of Canadian manufacturing by providing a reasonable measure of tariff protection to machinery manufacturers, while also enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

### TOURISM CANADA

This organization provides advice on policy and operational matters relating to the development and promotion of tourism in Canada.

It administers federal tourism programs in consultation with regional offices and the Department of External Affairs, and represents federal interests in domestic and international tourism organizations.

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### Tourism Development

This branch analyzes, and seeks to improve, the competitiveness of Canada's tourism industry, and works with the private sector and the provinces to form tourism development programs.

### Tourism Marketing

This branch establishes, develops and implements the principal federal government policies for the marketing of tourism both within and outside Canada; provides leadership in the co-ordination of federal, other government and private sector tourism marketing activities in order to optimize tourist revenues, enhance the tourism industry's contribution to the national economy and reduce Canada's tourism deficit; aims to increase spending by U.S. and overseas visitors; and encourages Canadians to travel in Canada.

### Corporate Affairs

This branch provides program direction, planning and evaluation; policy development; information services research and analysis; and co-ordination of government and industry relations.

### Manuals

- Tourism Manual

### EDP Systems

- Accommodations inventory system: With the formal acceptance of the recommendations contained in the feasibility study, the development of a computer system to accommodate the data collected in 1980 by the Office of Tourism was initiated. Accommodations, attractions and events collected in 1980, with the provision to add recreation and handicapped facilities data in 1981, will be used to form a database on inventory to respond to requests for information. The facility will exist for economic modelling, forecasting expenditures based on occupancy rates, statistical analysis based on capacities, policy planning and providing marketing support. Linkages with package tours and the meetings and incentives systems will also exist.
- Bulk and mode system: This system maintains the records of quantities of travel publications that are shipped in bulk or on a regular basis to various organizations. Reports are produced monthly and distributed to managers.
- Canadian Government Office of Tourism letter writer: This system enables the production of personalized letters in support of the Office of Tourism direct mail campaigns designed to promote Canada to United States citizens. It involves processing of mailing lists obtained from over 30 suppliers and the production of computerized letters.
- Canadian Government Office of Tourism stock inventory system: This system is used by the Office of Tourism to maintain its inventory of publications and brochures which promote tourism in Canada. Monthly reports are sent to the managers responsible for printing and issuing the documents.
- Canadian Government Office of Tourism travel trade system: The Office of Tourism marketing branch uses direct mail sent to private homes and travel agencies as part of its advertising. The travel trade system deals with the portion of direct mail sent to the travel agencies. The travel trade system maintains an accurate and up-to-date master file for Canadian, American, and foreign travel trade agencies, which have been categorized by location and type of operation.
- Canadian tracking survey system: This system reports on the results of a survey of travellers taken at terminals in eight major Canadian cities. The information collected is used for planning and tourism promotion by all levels of government.
- Canadian Travel Survey analysis: An effective tool to measure the demand for tourism at various times, the Canadian Travel Survey is operated by Statistics Canada on a quarterly basis. The survey concerns itself with social and economic data involving package tours, and various expenditures of a selected sample of Canadian households (appended to the labour force survey) which have been weighted to estimate Canadian travel over a given time period.
- Canadian Government Office of Tourism (CGOT) computerized address system: This system is controlled by CGOT and is used as a mailing list system for that area. The files attached to this system will contain names, addresses and business types used to produce mailing lists and/or labels for CGOT.
- Canadian Government Office of Tourism statistical reporting system: This system provides the Office of Tourism with monthly statistics showing the effectiveness of their travel promotions within the United States, by promotion and by geographic area.
- Daily work tourism system: The purpose of this system is to process mail enquiries from the public regarding travel in Canada. These enquiries are either unsolicited, or generated by direct mail campaigns or advertising in various media.
- Direct mail campaign system: This system enables the production of personalized letters or labels in support of the Office of Tourism's direct mail campaign. This involves the conversion of various purchased mail lists and the production of personalized campaign cards or letters.
- Meeting incentive travel information system: This system provides information for the marketing efforts of the CGOT on meetings and incentive travel buyers.
- Package tour inventory system: The package tour inventory was introduced by the Office of Tourism to provide statistical reports for tourism marketing activities, policy development and the monitoring of CGOT performance in terms of marketing results.
- Product market match model: This system is part of a process to develop a tourism analysis and planning capability which is to be initially available to the government and eventually to the private sector.
- Promotional marketing system: The purpose of this system is to assist in the capture and reporting of statistics gathered in the promotional marketing of tourism in Canada. The system also stores information relating to the program campaigns and sources involved in promotional marketing.
- Rendez-vous-Canada: This system schedules and produces appointment guides for individual delegates attending the annual market place sponsored by the CGOT. Statistical reports are also produced to allow analysis of scheduling effectiveness.
- Tour Canada schedule system: The Tourcan schedule system is designed to enable the Office of Tourism to produce a computerized seller/buyer appointment schedule.
- Tourism forecast system: A requirement to develop an improved mechanism for forecasting tourism activities led to the development of a modelling package to be used to estimate the volume and value of the travel trade.
- Tourism impact/expenditure models system: Using occupancy rate statistics and the cost per room figures, provincial data is collected and evaluated through the computer modelling process to evaluate tourism on a provincial basis.
- Tourism reference and data centre: This is a library inventory and information system.
- Tourism resource inventory system: This provides a system for collection, retention, maintenance, retrieval and reporting of the accommodation, attraction and event tourism data.
- Travel recontact system: This system establishes and retains the name and address of people who have made enquiries about travel in Canada. These enquiries are categorized by geographic location and type of interest of the enquirer. The system then develops a master file of all recipients of information. These names and



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addresses are saved in case the CGOT wishes to send the person information on another tourist attraction. A monthly file of CGOT statistics is also produced.

## Small Business and Special Projects

- This organization provides project analysis and conducts negotiations for the largest, most expensive, complex and sensitive projects requiring departmental financial support.

It provides advice, staff support and assistance in the co-ordination and management of the Minister's responsibilities for Crown corporations and Crown investments.

Through the Small Business Secretariat, it also provides support to the Minister of State for Small Business and Tourism in his or her role on behalf of small business.

## EDP Systems

- Small Business Loans Act (SBLA) interim system: The purpose of this system is to monitor claims for loss submitted to DRIE by lending institutions for defaulted loans guaranteed under the SBLA.

## Investment Projects

This branch works with sector branches and regional offices in the analysis of large investment projects in which investors of all types seek some form of assistance, participation or intervention on the part of the government; it also identifies marketing opportunities in the course of conducting special project analysis.

## Adjustment Projects

This branch provides specialist skills in the field of corporate analysis; assists in the development of special measures of assistance to facilitate industrial development adjustment; co-ordinates the activities of outside consultants working on development and adjustment cases; and advises on changes to department policies and programs.

## Crown Investment

This branch serves as a principal contact point between the government and Crown corporations, which report to Parliament through the Minister; it represents the corporations' interest in departmental policy deliberation; and it interprets government policies and programs to the corporations.

## Special Projects

This branch provides the financial, strategic and economic analysis required for negotiations concerning a wide range of major industrial projects which, because of their size, complexity, and/or urgency need specialized analytical and computer skills.

## Development Projects

This branch provides major project analyses in co-operation with sector branches, regions, other departments and agencies to maximize the commercial and economic benefits from government investments in major projects; it also identifies marketing and technological opportunities arising from such projects.

## Small Business Secretariat

The Small Business Secretariat provides support to the Minister of State for Small Business and Tourism in his or her role on behalf of small business.

The secretariat identifies opportunities and constraints affecting the small business community; formulates policy initiatives; and undertakes or commissions research to expand the information base concerning small business issues.

## Program Development and Operations

This branch develops and designs major departmental industrial support programs, program legislation, regulations and administrative procedures and systems. In addition, it designs, maintains and operates management information systems; provides secretariat services to the Department of Regional Industrial Expansion Internal Board; recovers defaulted contributions, loans, and loan guarantee and insurance accounts; administers special programs, including the *Small Businesses Loans Act*, the Credit Reinsurance Program, the Small Business Investment Grants Program, and the co-ordination of requests for tariff changes and remission of duty.

## Manuals

- Defence Industry Productivity Program (DIPP) — Administrative Directive and Program Criteria
- Program for Export Market Development (PEMD) — Policy and Administration Directive and Guidelines for Interpretation of PEMD Administrative Directive
- Small Business Loans Act — Procedures Manual and Guidelines for Lenders
- Regional Development Incentives Program (RDIP) — RDIP Manual (Vol. A1)
- Small Business Investment Grants (SBIG) — (SBIG) Election — Part A, B and C, Guidelines for Lenders and Procedures Manual
- Credit Reinsurance Program — Credit Reinsurance Procedures Manual
- Industrial and Regional Development Program (IRDP) — Program Legislation and Policy and Administrative Directive Manual, IRDP Policy Manual for Senior Management and IRDP Procedures Manual

## EDP Systems

- Departmental incentives data system (DIDS): The DIDS system was conceived as a means of recording information related to the *Regional Incentives Development Act* (RDIA) in a consistent and timely manner. The system is used to record the progress of a case from the initial application for a grant to the close of activity.
- Enterprise Development Program (EDP) — loan insurance management system (LIMS): This system is designed to monitor insured loans made under the Enterprise Development Program.
- Enterprise development program: This system contains information on the Enterprise Development Program.
- Program for Export Market Development system (PEMD): The automated computer system supports PEMD by reporting on the status and progress of projects operating within the program. Financial concerns are handled by and supplied to the PEMD by the grants loans and contributions system. Though this program has been transferred to the Department of External Affairs, it is still being administered by DRIE.
- Program resource information system for management (PRISM): PRISM is an on-line computerized system used by DRIE to process and track the status of applications for financial assistance.
- Small business investment grants system: This system is designed to monitor all grants issued by the program, and related information. This includes details on borrowers, elections, lending institutions and their claim for payment. This system is also used by Financial Operations.
- Small Business Loans Act evaluation system: The information from a six-page survey is keyed to establish a master file of claims data



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relative to small business loans. The information is used for modelling with respect to various policies and company requirements.

### Corporate Co-ordination Bureau

The bureau directs and co-ordinates the organization and analysis of the information and the decision-making systems required by the Minister, deputy minister and associate deputy minister. It also oversees security and safety in the Department.

### Policy

This organization develops policy recommendations and provides specialized skills in the areas of economic intelligence, industrial policies, strategic planning, trade development, the impact of trade policies and industry, and relations with other departments in the economic field.

### Economic Analysis and Strategic Planning

This branch provides policy analysis, advice and recommendations on regional industrial development, short term economic analysis, and structural analysis; carries out statistical and database services and related analysis in support of departmental policies and programs.

### Framework Policies and Trade Development

This branch advises senior management on industrial and trade development policy issues affecting industrial sectors; it also provides policy analysis, advice and recommendations on industrial trade policy.

### Manuals

- Commodity Trade by Industrial Sector Concordance
- Canadian Econometric Model for Structural Analysis: Model Structure
- Canadian Econometric Model for Structural Analysis: Input/Output Database
- Canadian Econometric Model for Structural Analysis: Estimation Results

### EDP Systems

- Advanced Economic Research Information Center (AERIC) forecasting: Active liaison has been maintained with the Conference Board of Canada in the area of quarterly forecasting and regression analysis as it applies to AERIC
- Capital expenditure study system: This system is designed to process data collected by the ITC survey concerning investors attitudes and update the history files, generate tables, and produce reports outlining the results of the processed data.
- Capital investment intentions and outlays survey system: This system was designed to process the data collected by the Department of Industry, Trade and Commerce survey of capital investment intentions and outlays as taken in two yearly personal interviews. This information concerns the attitudes of investors over the previous, present, and next five years. It is recorded, entered into the system, verified and manipulated in such a fashion as to update the history files, generate tables, and produce reports which outline the results of the surveys in different formats.
- Clothing model system: A significant effort was expended to program the merging of commodity, Statistics Canada, and financial data concerning firms involved in the manufacturing of clothing products. The information is required to study the impact of foreign-made products on the Canadian manufacturer. The data is assimilated on an ad hoc basis and appropriate files are prepared to study and evaluate various scenarios.

- Community data system: This is an extensive system of files and programs used to accumulate socioeconomic data at the community level. This data can be used for economic analysis and for the generation of community profiles.
- Composite indices system: The economic indicators representing the major factors which affect growth and productivity are grouped into three components (lagging, leading and coincident), and analyzed quarterly in a computer system. The results measure and calculate significant turning points in the Canadian economy and the interaction of these factors. The data cover a wide domain, extending from real domestic product shipments, trade statistics, and national accounts indicators found in the Canadian statistical review.
- County data system: This is an extensive system of files and programs used to accumulate socioeconomic data at the county or Census division level. This data can be used for economic analysis and for the generation of county profiles.
- Disparity index system: This system is a tool to analyze socioeconomic data for a small area and to derive an index for the purpose of comparing or ranking the areas in terms of socioeconomic advantage or disadvantage.
- Foreign owned subsidiaries survey processing system: This system was designed to aid the Microeconomic Analysis Branch to respond in a comprehensive and expeditious fashion to requests for information on multinational enterprises.
- Short term economic analysis: The purpose of this system is to access external databases for economic data in order to report trends to management.
- Small area mapping (SAM) system: The SAM system is used for visual presentation of socioeconomic information. Small area data is plotted on one of over 30 geographic outlines. The system provides statistical analyses of data classes.
- Socioeconomic data dictionary system: This system is a generic dictionary/catalogue of socioeconomic data. It is intended to provide a complete catalogue of the data co-ordination holdings (several thousand fields of data spread over 2000 files).
- Socioeconomic file definition system (Autobase): This system collects and maintains the physical file layouts of key data co-ordination files. Files described in autobase may be automatically loaded into databases to facilitate the reporting procedures for these files.
- Statistical services system: This project involves the provision of statistical studies and analysis of financial and economic data obtained from Statistics Canada or by extraction from the CANSIM DATA database.
- Trade data processing: With the increased demand for patterns of trade for individual commodities and groups of commodities, a series of programs has been created to respond to requests. Historical data (covering 19 years) has been obtained from Statistics Canada on a monthly basis, at a disaggregated level, to form a large database involving dozens of magnetic tape files. In addition to responding to specific requests for profile analysis, present activity involves the downloading of specific sector data onto micro computers for individual reporting.

### OFFICE OF THE COMPTROLLER

This office advises on policy making and program direction; designs and co-ordinates the Department's management planning and control process; and provides financial and information services and management support.

### Program Evaluation Branch

The branch evaluates DRIE projects, policies and activities for effectiveness and reports on the results.

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## Manuals

- Departmental Program Evaluation Manual

## Computer Services Branch

This branch develops and maintains computer based systems, design software and operating software; manages corporate data; and provides and operates all physical computer facilities, including hardware and data communications networks.

### EDP Systems

- Branch project accounting control system (BPACS): This system is designed to record all EDP resources against projects. This includes forecasting of user and Computer Services Branch funds and person-year utilization by project, recording all budgets, commitments and expenditures against projects, and the recording of in-house staff time utilization against projects.
- Dun and Bradstreet maintenance system: This system is designed to offer users within the Department access to the Dun & Bradstreet financial database.
- Dun and Bradstreet requests: Significant emphasis on financial analysis of establishments resulted in a series of computer programs being developed to respond to these needs. The facility exists at present to produce file selections, mailing labels, descriptive analysis, and financial evaluation on historical data as well as current data. Basic company profile data can also be extracted for industry analysis.

## Resource Management Branch

This branch provides financial management advice on policy, planning, programming and budgeting decisions.

## Access to Information and Privacy (ATIP) Office

This office oversees the administration and policy development of the *Access to Information Act* and *Privacy Act* as related to the Department; processes formal requests, advises senior management on the operation of the legislation and the disposition of cases, and promotes awareness of the legislation within the Department.

### Manuals

- Access to Information and Privacy Manual

## Administrative Services Branch

This branch oversees all headquarters matters relating to administrative policy development, contracting and materiel administration, property administration, telecommunications, office automation, forms management, printing and duplicating, word processing, records management and micrographics, travel services, library services, mail and messenger services and the management of administrative floor units.

## Management Practices Branch

This branch works closely with headquarters and regional units to plan, facilitate and assist in the development of sound corporate management practices and control systems.

## Information Resource Management Branch

This branch establishes strategic and operational plans for the acquisition, use and management of departmental information resources; develops corporate information policies; and monitors the implementation of information management plans and policies.

## Portfolio Management Branch

This branch is accountable for the continuing development and co-ordination of the operational planning functions within the Department.

## Financial Operations Branch

The branch is responsible for developing and implementing financial policy and systems, accounting for and controlling financial resources, auditing assistance projects, and providing financial advisory services.

## Communications Branch

The branch provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; provides films, visual materials and publications on DRIE programs and services; co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; maintains contact with other federal institutions, and other levels of government and the private sector.

### EDP Systems

- Canada Commerce mailing label system: This system contains some 10,000 names and addresses of recipients of the Canada Commerce publication. It prints mailing labels from the name-address master file for the distribution of the magazine, then cycles the label tape back to DRIE in Ottawa for printing.
- Canada Courier system: This system contains a listing of some 200,000 names and addresses of recipients of the publication Canada Courier. Capability exists to select by post, by edition, and by SIC codes. Production is currently halted pending a cleanup of the files and a decision as to the future of the Courier publication.

## Human Resources Branch

The branch is responsible for human resource planning staffing; training; employee advisory and career services; job classification; staff relations; grievances; pay and benefits; affirmative action; official languages; and redeployment.

### Staffing and Human Resourcing

This branch oversees staffing, training, the official languages program, affirmative action, human resources planning, employee advisory and career services, and redeployment.

### Compensation and Staff Relations

This branch acts on job classification, organizational analysis, staff relations, grievances and employee pay and benefits matters.

### Manuals

- Manual of Human Resources Directives

## Canadian Industrial Renewal Board (CIRB)

The board was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries; to renew the economic base of communities heavily dependent on those industries; and to help workers affected by the liberation of world trade in these commodities and the rationalization process. The board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

### Manuals

- CIRB's Sector Firms Program: Policy Framework



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## Office of Internal Audit

This office provides senior management with an independent assessment of the efficiency, economy and effectiveness of internal management policies, practices and controls.

### Manuals

- Office of Internal Audit Handbook

## Office for Regional Development

The Office for Regional Development (ORD) was established in July, 1984, to include those functions relating to regional development formerly residing within the Ministry of State for Economic and Regional Development (MSERD). ORD is made up of the following two groups.

### Regional Development Branch

The basic role of the Regional Development Branch (RDB) is to undertake liaison with the federal economic development co-ordinators located in each province. In addition, the RDB performs co-ordination work with respect to the ten-year economic and regional development agreements signed with each province and the subsidiary agreements negotiated between federal and provincial sector departments. RDB also provides regional economic development policy advice to the Minister, and through him or her, advice to the Cabinet Committee on Economic and Regional Development.

### Federal Economic Development Co-ordinators (FEDC)

The basic role of the FEDC is to act as the chief regional economic advisor to the federal government to ensure that economic development is based on regional strength and occurs with maximum effectiveness. FEDC functions include: providing improved regional information for decision-making by the Cabinet Committee on Economic and Regional Development (CCERD); giving regional officials of sector departments a better understanding of Cabinet decisions and objectives; and co-ordinating the implementation of government decisions affecting economic development in the regions.

### EDP Systems

- Regional operation plan system: Approximately 100 spreadsheets make up this system in which data is captured by case, by type of case, and by planning element.
- Regional statistics summary sheets system: The five spreadsheets for the regions of Ontario contain socioeconomic data for each census division.

## Native Economic Development Program

This program administers a \$345 million fund for aboriginal economic development and co-ordinates federal government efforts towards aboriginal economic development.

## Regional Offices

Regional offices provide information on the full range of DRIE programs to industries in their respective region, and administer the programs locally. In addition, the regional offices provide information and advice on domestic and export market possibilities and offer general assistance to Canadian industry for the expansion of trade and tourism.

### Manuals

#### British Columbia

- Special ARDA Procedures Manual

#### Saskatchewan

- DRIE Saskatchewan Program Procedure Statements, IRDP, RDIA, Special ARDA, EDP.

#### Manitoba

- Special ARDA Procedures Manual

#### Québec

- Iles-de-la-Madeleine Program: Administrative Directives
- Montréal Special Area Program: Administrative Directives
- Pulp and Paper Modernization Program: Administrative Directives
- Tourism Development Program for the Lower St. Lawrence-Gaspé Region: Administrative Conditions
- Tourism Development Program for the Iles-de-la-Madeleine Region: Administrative Conditions

### EDP Systems — Ontario

- Calculation of capacity utilization for Ontario manufacturing industries: This system is designed to calculate capacity utilization for Ontario's manufacturing industries.
- Economic series system: This database contains economic information in various sectors of the economy and regions.
- Major capital investment expenditures in Ontario system: This database contains projects information underway or in development, concerning Capital Investment Expenditures.

### EDP Systems — Québec

- Accounting system for the Canadian Industrial Renewal Board (CIRB).
- Business Information Centre: The system contains statistical information and graphs for the Business Information Centre.
- Calculation of actual value for loans without interest: This module calculates the actual value of interest, after tax deduction, for loans without interest.
- Central register management system: This information system keeps track of files and volumes at the central register.
- Community profile management system: This system is an inventory showing promotional and socioeconomic information of some 50 Québec municipalities, as well as information on industrial parks.
- Comparative analysis of a company: This module provides a comparative analysis of a company's specific area of operation with that of the business sector's average.
- Computer tape tracking system: This system allows for the self-documentation and recording of computer data residing on tapes.
- Directory of businesses in the Québec City region: This module gives information on businesses in the Québec City region (used by the Québec office only).
- Directory of computer utilization: This resource monitoring system keeps track of the utilization of computer and human resources in the HP3000 environment. It is based in the DRIE accounting routine.
- Documentation Centre management: This is a library information system containing loans, cardex, periodicals and cataloguing modules.
- Documentation system on computer systems: This utility system allows for the "online" documentation of computer systems' activities, recording items such as general information, technical information, data sets, programs, operation, production and deliveries.
- Dun and Bradstreet reporting system: This module produces listings of establishments in a variety of formats according to socioeconomic needs.
- Financial analysis model: The financial analysis model evaluates the yield of program cases.



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- Graphical representations: This menu prompts the users to the various graphical representation modules available on the HP3000.
- Incentives payment forecasting system: This payment forecasting system on the RDIA data allows for the establishment of multi-years disbursement schedules based on historical and statistical information on DIDS files.
- Incentives industrial promotion system: This module shows information on promotion activity such as opportunities and technology.
- Information system on companies and their products: This module provides for the retrieval of information on companies according to products, countries and exports.
- Interface of various aid programs: This module automatically links common applicant/non-applicant information, such as addresses and postal codes, from various sources of information such as program data and statistical data.
- International Development Branch: A management information system is being implemented for the development and promotion branches.
- Inventory management information system: This system keeps track of inventory and records all acquisitions.
- Lower-St. Lawrence-Gaspé Program: This system contains program information relating to the development program for the Lower-St. Lawrence-Gaspé region.
- Management of community records: This system performs the monitoring and production of reports on Canadian Industrial Renewal Board community data.
- Micro-Fam (Micro Computer): This financial analysis model evaluates the yield of program cases (on micro-computer).
- Montréal Special Area Evaluation Project: This package will include mainly the creation of an automatic link or interface between various programs and other statistical information by establishment. This database will produce correlation and statistical activities.
- PRISM — (Micro-Computer Version): A management information system on the Industrial and Regional Development Program is being implemented.
- Pulp and paper management system: This system monitors the activity of pulp and paper cases during their life cycle.
- Sectoral record management and information model: This comprehensive computer system manages the Canadian Industry Renewal Board sectoral cases information throughout their life cycle.
- Standard labels production: This user utility program allows for the creation of standard labels to be used for mailing or retrieval purposes.
- Statistical information system: This module allows for the instant retrieval of socioeconomic tables and indicators as extracted from Statistics Canada databases.

### Northern and Special Programs

This organization develops and implements all DRIE programs in the Northwest Territories and Yukon; identifies and forms specific departmental policies, strategies and programs for the industrial development needs of native people.

### Classes of Records

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RIE/JMD-005 *Formerly Identified as:* RIE-10

#### Market Development

*Description:* Classes of records for the Market Development Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (ITC) — Business Opportunities Sourcing System Directorate; and (ITC) — Import Analysis Directorate. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/PPA-010 *Formerly Identified as:* RIE-20

#### Programs ITC/DREE

*Description:* This class of records is for programs of the former Departments of Industry, Trade and Commerce (ITC)/and Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general.

RIE/PPA-015 *Formerly Identified as:* RIE-21

#### Programs DRIE

*Description:* This class covers subjects relating to governmental programs carried out by DRIE, and includes material dealing with initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; Special Agricultural and Rural Development Program; Western Transportation Industrial Development Program; Special Recovery Capital Projects; Canadian Industrial Renewal Board; Program for Export Market Development.

RIE/PPA-020 *Formerly Identified as:* RIE-22

#### Policy, Planning and Analysis — General

*Description:* This class covers records of a general nature relating to branch involvement with various associations, membership in committee(s), and material which cannot be found in the other classes of branch records. *Topics:* Policy planning and analysis — general; associations, clubs, societies; committees; co-operation and liaison; reports, studies and statements.

RIE/PPA-025 *Formerly Identified as:* RIE-23

#### Policy Development

*Description:* This class covers policy and other issues which affect economic activities in the consumer goods, services and resource processing industries sector. *Topics:* Policy development — general; industrial co-operation; strategic plans (of major firms); trade policy and market development — international.

RIE/OIA-030 *Formerly Identified as:* RIE-30

#### Programs ITC/DREE

*Description:* This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — General; Institutional Assistance Program; Enterprise Development Program; Product Development Management Program; support for technology enhanced productivity.

RIE/OIA-035 *Formerly Identified as:* NO REFERENCE

#### Programs DRIE (New)

*Description:* This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, request for information, investigation and analysis, project monitoring, financial statement review, and program evaluation. *Topics:* Industrial and Regional Development Program; Defence Industry Productivity Program — General; Defence Industry Productivity Program — Research and Development Assistance;

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Defense Industry Productivity Program — Source Establishment Assistance; Defence Industry Productivity Program — Capital Assistance; Defence Industry Productivity Program — Market Feasibility Study; Industry and Labour Adjustment Program; Canadian Industrial Renewal Board; Economic and Regional Development Agreements; Program for Export Market Development.

**RIE/OIA-040** *Formerly Identified as:* NO REFERENCE

### **Office of Industrial Adjustment — General (New)**

*Description:* This class covers matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions, international agencies. *Topics:* Office of Industrial Adjustment — General; Acts and legislation; associations, clubs, societies; committees; co-operation and liaison; exports and imports; fairs and exhibitions; missions and visits; reports, statistics, studies; standards.

**RIE/OIA-045** *Formerly Identified as:* NO REFERENCE

### **Clothing Industry (New)**

*Description:* This class covers subjects dealing with the clothing industry. *Topics:* Clothing industry — general; clothing companies; clothing products.

**RIE/OIA-050** *Formerly Identified as:* NO REFERENCE

### **Footwear Industry (New)**

*Description:* This class covers subjects dealing with the footwear industry. *Topics:* Footwear industry — general; footwear companies, footwear products.

**RIE/OIA-055** *Formerly Identified as:* NO REFERENCE

### **Fur Industry (New)**

*Description:* This class covers subjects dealing with the fur industry. *Topics:* Fur industry — general; fur companies; market development; fur products.

**RIE/OIA-060** *Formerly Identified as:* NO REFERENCE

### **Textile Industry (New)**

*Description:* This class covers subjects dealing with the textile industry. *Topics:* Textile industry — general; textile companies; textile products.

**RIE/OIA-065** *Formerly Identified as:* NO REFERENCE

### **Policy Development (New)**

*Description:* This class covers topics related to the policy development activities of the Office of Industrial Adjustment. *Topics:* Policy development — general; horizontal policies; industrial strategies.

**RIE/RPI-070** *Formerly Identified as:* RIE-40

### **Resource Processing Industries**

*Description:* Classes of records for the Resource Processing Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Chemicals Branch; (ITC) — Resource Processing Industries Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/FCP-075** *Formerly Identified as:* RIE-50

### **Food and Consumer Products Industries**

*Description:* Classes of records for the Food and Consumer Products Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Food Branch; (ITC) — Textile and Consumer Products Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former

Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/SEI-080** *Formerly Identified as:* RIE-60

### **Services Industries**

*Description:* Classes or records for the Services Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Service Industries; (ITC) — Distribution Services Branch; (ITC) — Transportation Services Branch; (ITC) — Construction and Consulting Services. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/IRB-085** *Formerly Identified as:* RIE-70

### **Office of Industrial and Regional Benefits — General**

*Description:* This class covers matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions, companies, suppliers, etc., to increase the opportunity for Canadian suppliers of goods and services to operate competitively. *Topics:* Office of Industrial & Regional Benefits — General; Acts, legislation & regulations; analysis of major projects; committees, working groups etc.; companies/projects — general; companies/projects — Canadian Patrol Frigate; co-operation and liaison; information systems; policies and services; publications — major capital projects; supplier development.

**RIE/IRB-090** *Formerly Identified as:* NO REFERENCE

### **Industrial Benefits — General (New)**

*Description:* This class covers matters relating to development and assessment of various industrial benefits available to the marine industry. *Topics:* Industrial benefits — Marine — general; industrial benefits — Tribal Class Update Modernization Project (TRUMP).

**RIE/IRB-095** *Formerly Identified as:* NO REFERENCE

### **Programs DRIE (New)**

*Description:* This class covers subjects relating to governmental programs carried out by DRIE, and includes such matters as initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review, and program evaluation. *Topics:* Special recovery capital projects.

**RIE/PPC-100** *Formerly Identified as:* RIE-80

### **Policy, Planning and Control Branch**

*Description:* Classes of records for the Policy Planning and Control Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Programs Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/PPC-105** *Formerly Identified as:* RIE-81

### **Policy, Planning and Control — General**

*Description:* This class covers the planning and execution of policy, planning, development and control activities for the capital and industrial goods sector. *Topics:* Policy, planning and control — general; committees; policy development.

**RIE/PPC-110** *Formerly Identified as:* RIE-82

### **Programs ITC/DREE**

*Description:* This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Enterprise



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Development Program; support for technology enhanced productivity; subsidiary agreements.

RIE/PPC-115 *Formerly Identified as:* RIE-83

### **Programs DRIE**

*Description:* This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; special recovery capital projects; Program for Export Market Development.

RIE/AMR-120 *Formerly Identified as:* RIE-30

### **Automotive, Marine and Rail**

*Description:* Classes of records for the Automotive, Marine and Rail Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Shipbuilding Assistance Review Group; (ITC) — Surface Transportation Branch; (ITC) — Aerospace and Marine Branch; (ITC) — Automotive Task Force. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/MEE-125 *Formerly Identified as:* RIE-100

### **Machinery and Electrical Equipment**

*Description:* Classes of records for the Machinery and Electrical Equipment Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Machinery Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/ELA-130 *Formerly Identified as:* RIE-110

### **Electronics and Aerospace**

*Description:* Classes of records for the Electronics and Aerospace Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Aerospace and Marine Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/OII-135 *Formerly Identified as:* RIE-120

### **Office of Industrial Innovation**

*Description:* Classes of records for the Office of Industrial Innovation within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Technology Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/OII-140 *Formerly Identified as:* RIE-121

### **Office of Industrial Innovation — General**

*Description:* Matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions to promote the development, innovation and use of advanced technology in Canada.

*Topics:* Office of Industrial Innovation — general; associations, clubs, societies; committees; co-operation and liaison; licensing opportunities; policy and program development; research and analysis.

RIE/OII-145 *Formerly Identified as:* RIE-122

### **Technology Assessment**

*Description:* Matters concerning the development and assessment of various areas within the Canadian scientific industry. *Topics:* Technology assessment — general; advanced manufacturing technologies; advanced materials technologies; artificial intelligence technologies; biotechnologies; communication technologies; energy technologies; health technologies; instrument sensing devices and signal processing equipment; microelectronics.

RIE/OII-150 *Formerly Identified as:* RIE-123

### **Programs ITC/DREE**

*Description:* This class of records is for programs of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion, for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; institutional assistance program.

RIE/OII-155 *Formerly Identified as:* RIE-124

### **Programs DRIE**

*Description:* This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as: initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program.

RIE/EMP-160 *Formerly Identified as:* RIE-130

### **Emergency Planning**

*Description:* Classes of records for emergency planning within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Machinery Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/MEB-165 *Formerly Identified as:* RIE-135

### **Machinery and Equipment Advisory Board**

*Description:* Classes of records for the Machinery and Equipment Advisory Board Program within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Machinery and Equipment Advisory Board. For a more complete description of this branch and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/TOU-170 *Formerly Identified as:* RIE-140

### **Tourism Canada**

*Description:* Classes of records for the Canadian Government Office of Tourism within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Government Office of Tourism. For a more complete description of this branch and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/BSP-175 *Formerly Identified as:* RIE-150

### **Small Business and Special Projects**

*Description:* Classes of records for the Small Business and Special Projects Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) —



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Technology Branch; (ITC) — Corporate Analysis Branch; (ITC) — Financial Policy and Liaison Branch; (DREE) — Project Assessment and Evaluation Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/BSP-180** *Formerly Identified as:* RIE-151

### **Regional and Industrial Projects and Crown Investments — General**

*Description:* This class covers information of a general nature not included in the other classes. *Topics:* Regional and industrial projects and Crown investments — general; associations, organizations, institutes, societies; programs; reports and studies; research and statistics.

**RIE/BSP-185** *Formerly Identified as:* RIE-152

### **Crown Corporations and Investments**

*Description:* This class covers information relating to the management of the Crown's interest in Crown corporations. This includes the assessment of corporation strategies, operation plans and financial performance and reporting systems. *Topics:* Crown corporations and investments — general; export promotion and financing; Canada Development Investment Corporation; Canada Development Corporation; Canadian Patents and Development Corporation; Canadian Commercial Corporation; Cape Breton Development Corporation; Export Development Corporation; Federal Business Development Bank.

**RIE/BSP-190** *Formerly Identified as:* RIE-153

### **Major Projects**

*Description:* This class covers information relating to the assessment of large and sensitive major projects whose cost and complexity demand in-depth attention. *Topics:* Major projects — general; 150 Passenger Aircraft Project; Pratt and Whitney Canada; Miller Brothers; CCI/NABU (Consolidated Computer Inc.); Chrysler Limited; Massey-Ferguson; Davie Shipyard Project; PKS/KIEWIT.

**RIE/BSP-195** *Formerly Identified as:* RIE-160

### **Small Business Secretariat**

*Description:* Classes of records for the Small Business Secretariat within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Small Business Secretariat; (ITC) — Small Business Financing Review. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/BSP-200** *Formerly Identified as:* RIE-170

### **Program Development and Operations**

*Description:* Classes of records for Program Development and Operations within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (DREE) — Industrial Incentives Branch; (DREE) — Analysis and Liaison Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/CCB-205** *Formerly Identified as:* RIE-180

### **Corporate Co-ordination Bureau**

*Description:* Classes of records for the Corporate Co-ordination Bureau within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Regional Affairs. For a more complete description of these branches and/or classes please refer to the section entitled "Records

of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

**RIE/POL-210** *Formerly Identified as:* RIE-190

### **Policy — General**

*Description:* This class covers matters of a general nature relating to branch involvement with various associations, committees, companies, conferences, liaison activities with governments and institutions. *Topics:* Policy — general; Acts and legislation; associations, clubs, societies; committees; companies; conferences; co-operation and liaison; studies.

**RIE/POL-215** *Formerly Identified as:* NO REFERENCE

### **Relations with Business and Labour (New)**

*Description:* This class covers subjects dealing with departmental relations with national business and labour groupings, individual firms, task forces. *Topics:* Relations with business and labour — general; industry associations; task forces and advisory committees.

**RIE/POL-220** *Formerly Identified as:* NO REFERENCE

### **Framework Policies (New)**

*Description:* This class covers subjects dealing with the identification and evaluation of the impact and the feasibility of modifying such framework policies. *Topics:* Framework policies — general; financial markets and institutions; industrial policy framework; investment policies and incentives; personnel and industrial relations; procurement policy; regulatory policies; sectoral policies.

**RIE/POL-225** *Formerly Identified as:* NO REFERENCE

### **Short-Term Economic Analysis (New)**

*Description:* This class covers subjects relating to the Canadian economy, current conditions and outlook, short term analysis and forecasts. *Topics:* Short term economic analysis — general; briefings; economic situation and outlook; fiscal; investments.

**RIE/POL-230** *Formerly Identified as:* NO REFERENCE

### **Statistical and Database Services (New)**

*Description:* This class deals with subjects relating to capital expenditures and foreign owned subsidiary surveys, capacity utilization, socioeconomic data and statistical support systems. *Topics:* Statistical and database services — general; capital expenditure survey; computer services and consultants; databases and information systems; foreign-owned subsidiary survey.

**RIE/POL-235** *Formerly Identified as:* NO REFERENCE

### **Strategic Planning and Regional Policy (New)**

*Description:* This class covers subjects relating to sectoral competitiveness profiles, provincial industrial development policies and programs, and regional intelligence. *Topics:* Strategic planning and regional policy — general; departmental planning; industrial development; regional industrial development frameworks; regional intelligence; strategic overview; sectoral competitiveness profiles.

**RIE/POL-240** *Formerly Identified as:* NO REFERENCE

### **Structural Analysis (New)**

*Description:* This class includes subjects relating to the Canadian econometric model for structural analysis, medium term industrial outlook, industrial adjustment policy, technology trends to 1990. *Topics:* Structural analysis — general; industrial adjustment; labour and employment issues; medium term outlook for industries and regions; models; simulation studies.

**RIE/POL-245** *Formerly Identified as:* NO REFERENCE

### **Trade Policy (New)**

*Description:* This class covers issues relating to the Canada/USA sectoral trade liberalization, participation in OECD and GATT related issues, export trade development, and trade policy co-ordination. *Topics:* Trade policy — general; trade agreements, negotiations, treaties; General Agreement on Tariff and Trade;

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Organization for Economic Co-operation and Development; multinational enterprises; tariffs.

RIE/POL-250 *Formerly Identified as:* NO REFERENCE

### Trade Development (New)

*Description:* This class covers trade development issues such as foreign investment, industrial co-operation with government departments or agencies, and federal/provincial trade development. *Topics:* Trade development — general; European Economic Community; foreign investment; industrial co-operation; trade co-ordination; trade development units; duty remission.

RIE/POL-255 *Formerly Identified as:* NO REFERENCE

### Programs ITC/DREE (New)

*Description:* This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Enterprise Development Program; Support for Technology Enhanced Productivity; *Regional Development Incentives Act*; subsidiary agreements.

RIE/POL-260 *Formerly Identified as:* NO REFERENCE

### Programs DRIE (New)

*Description:* This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Industrial and Regional Development Program, Defence Industry Productivity Program; Industry and Labour Adjustment Program; Western Transportation Industrial Development Program; Native Economic Development Program; Special Recovery Capital Program; economic and regional development agreements.

RIE/PRE-265 *Formerly Identified as:* RIE-200

### Program Evaluation

*Description:* Classes of records for the Program Evaluation Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Evaluation Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/CSB-270 *Formerly Identified as:* RIE-210

### Computer Services

*Description:* Classes of records for the Computer Services Branches within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Corporate Financial and Systems Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/RMB-275 *Formerly Identified as:* RIE-250

### Resource Management Branch

*Description:* Classes of records for the Resource Management Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Corporate Resource Management Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/RMB-280 *Formerly Identified as:* RIE-251

### Resource Management — General

*Description:* This class covers information relative to the operation of the Resource Management Branch. *Topics:* Resource management — general; co-operation and liaison; general development and subsidiary agreements; industrial assistance; programs.

RIE/ACC-285 *Formerly Identified as:* NO REFERENCE

### Access to Information and Privacy Office (New)

*Description:* This class covers information relative to the operation of the Access to Information and Privacy Office. *Topics:* Access to information and privacy — general, Acts and legislation, access procedures, Access Register, committees, exemptions, individual enquiries, machine readable records, Privacy Index.

RIE/ASB-901 *Formerly Identified as:* NO REFERENCE

### Administration (New)

*Description:* See Standard Classes of Records.

RIE/ASB-902 *Formerly Identified as:* NO REFERENCE

### Acts and Legislation (New)

*Description:* See Standard Classes of Records.

RIE/ASB-903 *Formerly Identified as:* NO REFERENCE

RIE/MPB-903 *Formerly Identified as:* NO REFERENCE

RIE/IRM-903 *Formerly Identified as:* NO REFERENCE

RIE/PMS-903 *Formerly Identified as:* NO REFERENCE

RIE/COM-903 *Formerly Identified as:* NO REFERENCE

### Administrative and Management Services (New)

*Description:* See Standard Classes of Records.

RIE/ASB-904 *Formerly Identified as:* NO REFERENCE

### Co-operation and Liaison (New)

*Description:* See Standard Classes of Records.

RIE/ASB-905 *Formerly Identified as:* NO REFERENCE

### Buildings and Properties (New)

*Description:* See Standard Classes of Records.

RIE/ASB-906 *Formerly Identified as:* NO REFERENCE

### Buildings (New)

*Description:* See Standard Classes of Records.



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RIE/ASB-907 *Formerly Identified as:* NO REFERENCE

**Lands (New)**

*Description:* See Standard Classes of Records.

RIE/ASB-908 *Formerly Identified as:* NO REFERENCE

**Utilities (New)**

*Description:* See Standard Classes of Records.

RIE/ASB-909 *Formerly Identified as:* NO REFERENCE

**Equipment and Supplies (New)**

*Description:* See Standard Classes of Records.

RIE/ASB-910 *Formerly Identified as:* NO REFERENCE

**Furniture and Furnishings (New)**

*Description:* See Standard Classes of Records.

RIE/ASB-911 *Formerly Identified as:* NO REFERENCE

**Office Appliances (New)**

*Description:* See Standard Classes of Records.

RIE/ASB-912 *Formerly Identified as:* NO REFERENCE

**Procurement (New)**

*Description:* See Standard Classes of Records.

RIE/ASB-913 *Formerly Identified as:* NO REFERENCE

**Vehicles (New)**

*Description:* See Standard Classes of Records.

RIE/FOB-914 *Formerly Identified as:* NO REFERENCE

**Finance (New)**

*Description:* See Standard Classes of Records.

RIE/FOB-915 *Formerly Identified as:* NO REFERENCE

**Accounts and Accounting (New)**

*Description:* See Standard Classes of Records.

RIE/FOB-916 *Formerly Identified as:* NO REFERENCE

**Audits (New)**

*Description:* See Standard Classes of Records.

RIE/FOB-917 *Formerly Identified as:* NO REFERENCE

**Budgets (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-918 *Formerly Identified as:* NO REFERENCE

**Personnel (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-919 *Formerly Identified as:* NO REFERENCE

**Classification of Positions (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-920 *Formerly Identified as:* NO REFERENCE

**Employment and Staffing (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-921 *Formerly Identified as:* NO REFERENCE

**Human Resources (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-922 *Formerly Identified as:* NO REFERENCE

**Occupational Health, Safety and Welfare (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-923 *Formerly Identified as:* NO REFERENCE

**Official Languages (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-924 *Formerly Identified as:* NO REFERENCE

**Pensions and Insurance (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-925 *Formerly Identified as:* NO REFERENCE

**Salaries and Wages (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-926 *Formerly Identified as:* NO REFERENCE

**Staff Relations (New)**

*Description:* See Standard Classes of Records.

RIE/HRB-927 *Formerly Identified as:* NO REFERENCE

**Training and Development (New)**

*Description:* See Standard Classes of Records.

RIE/CIR-290 *Formerly Identified as:* RIE-260

**Canadian Industrial Renewal Board**

*Description:* Classes of records for the Canadian Industrial Renewal Board within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Industrial Renewal Board. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/AUD-295 *Formerly Identified as:* RIE-270

**Office of Internal Audit**

*Description:* Classes of records for the Office of Internal Audit within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Departmental Review. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/AUD-300 *Formerly Identified as:* RIE-274

**Internal Audits — General**

*Description:* This class covers information relative to the operation of the Office of Internal Audit. *Topics:* Internal audits — general; headquarters; provinces/territories.

RIE/ORD-305 *Formerly Identified as:* NO REFERENCE

**Office for Regional Development — General (New)**

*Description:* This class covers information of a general nature relating to the operational responsibilities of the Office for Regional Development. *Topics:* Office for Regional Development — general; Atlantic fisheries development — east coast; electrical and electronics industry; energy — general; foreign investment; forestry; loan insurance claim; Organization for Economic Co-operation and Development; petrochemicals; Regional Communications Study; shipbuilding; technology development; tourism; trade.



## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

RIE/ORD-310 *Formerly Identified as:* NO REFERENCE  
**Policy and Expenditure Management System (New)**

*Description:* This class covers information on the Policy and Expenditure Management System of the federal government and the Office for Regional Development. *Topics:* Policy and Expenditure Management System — general; operational plans; main estimates; supplementary estimates.

RIE/ORD-315 *Formerly Identified as:* NO REFERENCE  
**Regional Development Policy (New)**

*Description:* This class covers information on regional development initiatives taken by the Office for Regional Development and departments in the economic and regional development envelope, involving cross-sectoral policies. *Topics:* Regional economic development policy — general federal-provincial development policies; Economic and Regional Development Agreements (ERDA) and related sub-agreements; strategic provincial plans.

RIE/ORD-320 *Formerly Identified as:* NO REFERENCE  
**Federal Economic Development Co-ordinators (FEDC) (New)**

*Description:* This class covers information relating to the operational responsibilities of the FEDC offices. *Topics:* Regional economic development — general; Policy and Expenditure Management System; Regional Economic Development Program organization and delivery; Economic Development Special Projects; primary industries; secondary industries; services sectors; Regional Economic Development Policies and Programs.

RIE/NED-325 *Formerly Identified as:* RIE-280  
**Native Economic Development Program — General**

*Description:* This class covers information relative to the administration of the Economic and Regional Development Fund. This fund has been established to assist Native groups and to co-ordinate federal efforts towards aboriginal economic development. *Topics:* Native Economic Development Program — general; board member applications; contractors and consultants (offers of service); co-operation and liaison; funding assistance requests.

RIE/XRO-330 *Formerly Identified as:* RIE-290  
**DRIE — General**

*Description:* This class contains regional offices activities and involvement with the private and public sectors, and other departmental organizations. It includes published and gathered information relating to Canadian industry that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; companies, corporations, firms; co-operation and liaison; exports and imports; market development; policy development; research and development.

RIE/XRO-335 *Formerly Identified as:* RIE-291  
**Industrial and Regional Development**

*Description:* Includes production and marketing, nationally and internationally, of Canadian products and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

RIE/XRO-340 *Formerly Identified as:* RIE-292  
**Programs ITC/DREE**

*Description:* This class contains programs of the former Departments of Industry Trade and Commerce/Regional Economic Expansion for which no new program exists under (DRIE). *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP); general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands special area (MISA); Montréal special area (MSA); *Regional Development Incentives Act* (RDIA);

Small Business Assistance Program (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: General, Newfoundland — general — Community Development Sub-Agreement for Coastal Labrador — Gros Morne Subsidiary Agreement — Industrial Development Sub-Agreement — Phase I Western Newfoundland — Industrial Development Phase II — Inshore Fisheries Development Agreement — Labrador Interim Subsidiary Agreement — Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement — Planning Subsidiary Agreement — pulp and paper mill modernization — Abitibi-Price — Rural Development Subsidiary Agreement — special fish plant water supply — Stephenville Mill conversion and reactivation — St. John's Urban Region Subsidiary Agreement — Tourism Subsidiary Agreement — Prince Edward Island; Subsidiary Agreements: Nova Scotia — general — Agriculture Development Subsidiary Agreement — Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement — Energy Conservation Subsidiary Agreement — Forestry Subsidiary Agreement — Halifax Panamax Dry Dock Subsidiary Agreement — Industrial Development Subsidiary Agreement — Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement — Modernization of Facilities at Sydney Steel Corporation Subsidiary Agreement — Nova Scotia Planning Subsidiary Agreement — Pulp and Paper Modernization Subsidiary Agreement — Strait of Canso Area Development Subsidiary Agreement — Tourism Development Subsidiary Agreement — Economic and Regional Development Agreements (ERDA): general — Technology Transfer; Subsidiary Agreements: New Brunswick: general — Developing Region Subsidiary Agreements — Modernization of Consolidated Bathurst Inc. Sub-Agreements — Northeastern New Brunswick Sub-Agreement — Pulp and Paper Sub-Agreement; Subsidiary Agreements: Sulphation Roast Leach — Pilot Plant Sub-Agreement; Subsidiary Agreements: Québec — general — Water Treatment Facilities for Montréal Area — Agricultural Development — Forestry Development — Mineral Development — Transportation Development — Public Infrastructure — Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC; Subsidiary Agreements: Ontario — general — Eastern Ontario Subsidiary Agreements — Forest Management Subsidiary Agreements — Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development Subsidiary Agreements — Pulp and Paper Industry Subsidiary Agreements — Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general — Industrial Development Subsidiary Agreement — Interim Water Development and Drought Proofing — Manitoba Northlands Subsidiary Agreement — Northern Development Sub-Agreement — Tourism Subsidiary Agreement — Urban Bus Industries Development — Winnipeg Core Area Tripartite Agreement; Saskatchewan; Subsidiary Agreements: Alberta — general — Alberta North Subsidiary Agreement — Nutritive Processing Assistance Subsidiary Agreement; Subsidiary Agreements: British Columbia — general — Evaluate Northeast Coal and Related Developments Subsidiary Agreements — Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA) — Tourism Industries Development Sub-Agreement (TIDSA); Northwest Territories; Yukon.

RIE/XRO-345 *Formerly Identified as:* RIE-293  
**Programs DRIE**

*Description:* This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general — evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general — Research Assistance and Development — Source Establishment Assistance — Capital

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Assistance — Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SHIP) — general — subsidy — performance improvement; Industry and Labour Adjustment Program (ILAP) — general — Community-based Industrial Adjustment Program — Industry Specific Restructuring Program; *Special Agricultural and Rural Development Act* (SARDA); Western Transportation Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA).

RIE/XRO-350 *Formerly Identified as:* RIE-294

### Tourism

*Description:* This class contains information on the growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

RIE/NSP-355 *Formerly Identified as:* RIE-300

### DRIE — General

*Description:* This class includes regional offices activities and involvement with the private and public sectors and other departmental organizations. It also includes published and gathered information relating to Canadian industry that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; co-operation and liaison; market development; policy development; research and development; economics.

RIE/NSP-360 *Formerly Identified as:* RIE-301

### Industrial and Regional Development

*Description:* This class includes information concerning the production and marketing, nationally and internationally, of Canadian products, and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

RIE/NSP-365 *Formerly Identified as:* RIE-302

### Programs ITC/DREE

*Description:* This class contains programs of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP); general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Association Program — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands Special area (MISA); Montréal Special Area (MSA); Regional Development Incentives Act (RDIA); Small Business Assistance Program (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: general, Newfoundland — general — Community Development Sub-Agreement for Coastal Labrador — Gros Morne Subsidiary Agreement — Industrial Development Sub-Agreement — Phase I

Western Newfoundland — Industrial Development Phase II — Inshore Fisheries Development Agreement — Labrador Interim Subsidiary Agreement — Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement — Planning Subsidiary Agreement — Pulp and Paper Mill Modernization — Abitibi — Price — Rural Development Subsidiary Agreement — Special Fish Plant Water Supply — Stephenville Mill Conversion and Reactivation — St. John's Urban Region Subsidiary Agreement — Tourism Subsidiary Agreement; Prince Edward Island; Subsidiary Agreements: Nova Scotia — general — Agriculture Development Subsidiary Agreement — Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement — Energy Conservation Subsidiary Agreement — Forestry Subsidiary Agreement — Halifax Panamax Dry Dock Subsidiary Agreement — Industrial Development Subsidiary Agreement — Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement — Modernization of Facilities at Sydney Steel Corporation Subsidiary Agreement — Nova Scotia Planning Subsidiary Agreement — Pulp and Paper Modernization Subsidiary Agreement — Strait of Canso Area Development Subsidiary Agreement — Tourism Development Subsidiary Agreement — Economic and Regional Development Agreements (ERDA) — general — Technology Transfer; Subsidiary Agreements: New Brunswick — general — Developing Region Subsidiary Agreements — Modernization of Consolidated Bathurst Inc. Sub-Agreements — Northeastern New Brunswick Sub-Agreement — Pulp and Paper Sub-Agreement — Sulphation Roast Leach — Pilot Plant Sub-Agreement; Subsidiary Agreements: Québec — General — Water Treatment Facilities for Montréal Area — Agricultural Development — Forestry Development — Mineral Development — Transportation Development — Public Infrastructure — Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC; Subsidiary Agreements: Ontario — general — Eastern Ontario Subsidiary Agreements — Forest Management Subsidiary Agreements — Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development Subsidiary Agreements — Pulp and Paper Industry Subsidiary Agreements — Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general — Industrial Development Subsidiary Agreement — Interim Water Development and Drought Proofing — Manitoba Northlands Subsidiary Agreement — Northern Development Sub-Agreement — Tourism Subsidiary Agreement — Urban Bus Industries Development — Winnipeg Core Area Tripartite Agreement; Saskatchewan; Subsidiary Agreements: Alberta — general — Alberta North Subsidiary Agreement; Nutritive Processing Assistance Subsidiary Agreement; Subsidiary Agreements: British Columbia — general — Evaluate Northeast Coal and Related Developments Subsidiary Agreements — Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA) — Tourism Industries Development Sub-Agreement (TIDSA); Northwest Territories; Yukon.

RIE/NSP-370 *Formerly Identified as:* RIE-303

### Programs DRIE

*Description:* This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general — evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general — Research Assistance and Development — Source Establishment Assistance — Capital Assistance — Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SHIP) — general — subsidy — Performance Improvement; Industry and Labour Adjustment Program (ILAP) — general — Community-based Industrial Adjustment Program — Industry Specific Restructuring Program; *Special Agricultural and*



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*Rural Development Act* (SARDA); Western Transportation Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA).

RIE/NSP-375 Formerly Identified as: RIE-304

### Tourism

*Description:* This class contains information on the growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

## Records of the Former Department of Industry, Trade and Commerce

### Aerospace and Marine Branch

This branch monitors, assesses and assists in the development of government policies on aerospace and marine transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the aerospace and marine transportation industry.

#### Aerospace and Marine — Generally

*Description:* This class covers information relating to the branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to aerospace and marine that would not be contained in other classes of records. *Topics:* Aerospace and marine — generally; associations, clubs and societies; committees, task forces, conferences and meetings; companies, corporations, firms; co-operation and liaison; fairs and exhibitions; industrial co-operation; missions and visits; project studies; promotional projects; sector profiles; statistics; tariffs and duty remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch or Electrical and Aerospace Branch of DRIE.

#### Industrial Development

*Description:* This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the aerospace and marine transportation equipment manufacturers. *Topics:* Programs — generally; Canadian content (marine); Defence Industry Productivity (DIP); Defence Development and Production Sharing Program (DDPSP); Enterprise Development Program (EDP); Income Tax Act (Marine); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Ship Construction Subsidy Regulations (SCSR); Shipbuilding Industry Assistance Program (SIAP); Shipbuilding Industry Assistance Program Construction (SIAPC); Shipbuilding

Industry Assistance Regulations (SIAR); Shipbuilding Temporary Assistance Program Regulations (STAPR); Make or Buy Program (unsolicited proposals). *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch or Electrical and Aerospace Branch of DRIE.

### Aerospace Industries

*Description:* This class covers information relating to the development of government policies on the aerospace industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export and market development, and general economic growth of the aerospace industry. *Topics:* Aerospace — generally; industry sector policy; aerospace task force; markets; new fighter aircraft; long range patrol aircraft. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch of DRIE.

### Marine Industries

*Description:* This class covers information relating to the development of government policies on the marine industry, and the planning and execution of services designed to promote its establishment, improvement, efficiency, export market development and general economic growth. *Topics:* Marine industries — generally; markets; ocean industries; ships and components; Canadian patrol frigate. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial and Regional Benefits Branch or the Automotive, Marine and Rail Branch of DRIE.

### Shipbuilding Assistance Review Group

*Description:* This class covers information relating to the development of a new Shipbuilding Industry Assistance Program. *Topics:* Shipbuilding Industry Assistance Program — generally; consultations; projects and studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch of DRIE.

### Business Opportunities Sourcing System Directorate Branch

The branch was established to serve industry by compiling a comprehensive list of Canadian companies and their products with the objective of replacing imports and expanding exports. These are in addition to financial and administrative records listed in the Standard Classes of Records section of the Access Register.

#### Business Opportunities Sourcing System

*Description:* This class covers information relating to Canadian companies and their products, Dun and Bradstreet reports, and general correspondence. *Topics:* Canadian companies and products. *Special Access Note:* Portions, or all, this class of records can now be found in the Market Development Branch of the Department of Regional Industrial Expansion.

### Canadian Government Office of Tourism (CGOT)

The main objective of the CGOT is to sustain the orderly growth of tourism in Canada. This is achieved by promoting travel to and within Canada and developing tourism markets through the activities of officers located in the Department of External Affairs posts abroad and ITC regional offices in Canada; and by assisting in the development and improvement of the Canadian tourism industry. These functions are performed with a maximum of co-ordination of federal, provincial and private sector activities bearing on tourism. The following branches report to the assistant deputy minister of Tourism.



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### Tourism Marketing Branch

The branch promotes travel to Canada from other countries, travel within Canada by Canadians, and co-ordinates its activities with those of the provinces and territories and the private sector. It provides a focal point for the co-ordination of Canadian public and private sector tourism marketing activities. The branch uses a complex marketing program to both identify the tourism market and to create further demand within the market. It carries out a full range of tourism marketing activities directly from headquarters, and works closely with market development and promotion officers at various posts abroad and at ITC regional offices in Canada.

### Tourism Development Branch

The branch promotes growth and improvement in Canadian tourist attractions, facilities and services and helps them to remain competitive in attracting, receiving and catering to the needs of visitors. It analyzes the tourism industry's strengths and weaknesses and, together with private industry and the federal and provincial governments, strives to improve the efficiency and effectiveness of the industry.

The branch consults with regional tourism development officers located across Canada on a continuous basis to ensure that both national and regional tourism development objectives are being met to the fullest extent possible.

#### Tourism

*Description:* This class covers information relating to the Canadian Government Office of Tourism's activities and involvement with the public and private sectors, including other government departments and foreign countries, that would not be contained in other classes of records. *Topics:* Tourism — generally; co-operation and liaison; committees; complaints; make-work programs; organizations and associations; trade agreements, negotiations and treaties; companies, corporations and firms; visiting college students. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Advertising and Direct Mail

*Description:* This class covers information relating to the advertising of Canada as a tourism destination both in Canada and throughout the world, including advertising campaigns, research and agencies used to promote Canada. *Topics:* Advertising — generally, ad proofs, agencies, campaigns research, solicitations; direct-marketing — generally, campaigns, evaluation, finance, partners, suppliers. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Communications, Media and Services

*Description:* This class covers information relating to the development, production and distribution of material used in promoting Canada. *Topics:* Communications, media and services — generally; editorials; films; photographs, slides and transparencies; publications; travel information services. *Special Access Note:* The films themselves are part of the National Film Board Tourism File Program and available through the NFB; photographs, slides and transparencies are kept by the Promotional Production Section of the Canadian Government Office of Tourism. Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Industry Policy Development

*Description:* This class covers information relating to the development of a national tourism policy in conjunction with other federal and provincial government departments and the tourism industry in Canada. *Topics:* Industry policy development — generally; energy; national tourism plan; industry consultative task force. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Marketing — Generally

*Description:* This class covers information relating to activities and involvement as they relate to the development of federal and provincial marketing plans for tourism. *Topics:* Marketing — generally; marketing plans; activity forecasts. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Marketing Programs and Promotions

*Description:* This class covers information relating to programs and promotions designed to make the travel trade and the media aware of what Canada offers as a tourist destination, and increase Canadians' awareness of the value of tourism. *Topics:* Programs and promotions — generally; attitude and awareness; co-op advertising; consortia product launch; familiarization tours; local direct marketing; meetings and incentives travel promotions; Rendez-vous Canada; shows, seminars, conferences and events; Visit Canada Program; package tour development; merchandising aid and display material; Canada Marketing Assistance Program (CANMAP). *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Research and Analysis

*Description:* This class covers information relating to the collection of economic and market data and statistics required for tourism planning and policy formulation. *Topics:* Research and analysis — generally; committees; information request/mailling lists; tourism facilities inventories; tourism futures; tourism industry performance; travel/travellers and non-travellers. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Tourism Development — Industry Evaluation and Improvement

*Description:* This class covers information relating to the evaluation and improvement of the tourism industry in Canada. *Topics:* Industry evaluation and improvement — generally; accommodation; manpower education and training; transportation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

#### Tourism Development — Regional Planning and Implementation

*Description:* This class covers information relating to the activities designed to stimulate the growth of the tourism industry in those regions of Canada designated for economic and industrial development. *Topics:* Regional planning and implementation — generally; provinces and projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

### Canadian Industrial Renewal Board

The board was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries, to renew the economic base of communities heavily dependent on those industries, and to help workers affected by the liberalization of world trade in these commodities and by the rationalization process. The board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Under CIRB programs, all textile, clothing and footwear firms in Canada are eligible for financial assistance for restructuring and modernization, for the establishment of common services, and for mergers and acquisitions. Other types of businesses in designated communities can also benefit from CIRB assistance for modernization, expansion and restructuring. As well, assistance to establish new businesses in designated communities is available. Assistance is provided in the form of loans, loan insurance and contributions.

A special package of labour adjustment programs, administered by the Canada Employment and Immigration Commission, is also

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available for laid-off textile, clothing and footwear workers within the CIRB program framework.

### **Canadian Industrial Renewal Board — Generally**

*Description:* The class contains information on the activities and functions of the Canadian Industrial Renewal Board, including correspondence on the board of directors and board meetings. *Topics:* Canadian Industrial Renewal Board (CIRB) — generally; committees; conferences, meetings, seminars; board of directors. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

### **Policy, Planning and Public Relations**

*Description:* This class has information on the planning and policy activities of the Canadian Industrial Renewal Board (CIRB), including the determination of the efficiency of the program and public relations activities. *Topics:* Policy, planning and public relations — generally; board of directors meetings; regulations; multiyear operational plan; budget; community development strategy; designated communities; sector and subsector strategies; manpower adjustment programs; industrial adjustment strategy; communications and public relations; federal/provincial relations; unions; associations — generally; consumer associations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

### **Sector Firms**

*Description:* This class contains records relating to the delivery of the programs administered by the Canadian Industrial Renewal Board (CIRB) to firms in the textile, clothing and footwear sectors applying for assistance. *Topics:* Sector firms — generally; associations; board of directors meetings; companies, corporations, firms; consultants; co-operation and liaison — federal government departments and agencies; sector profiles; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

### **Economic Development and Industrial Promotion**

*Description:* This class contains information on the economic development of designated communities, the promotion of local firms in designated communities, as well as those firms wishing to relocate in these communities. Also included are co-operation and liaison activities with labour forces, unions and municipalities. *Topics:* Economic development and industrial promotion — generally; committees, conferences, meetings; press clippings and releases; program context and preoccupations; program recipients; program activities; community data system; community profiles; consultants. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

### **Chemicals Branch**

This branch monitors, assesses and assists in the development of government policies on chemicals; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the chemicals industry.

#### **Chemicals**

*Description:* This class covers information relating to the branch's activities and involvement with various associations and organizations in the public and private sectors, including federal, provincial and foreign governments, as well as participation in trade fairs and missions, that would not be contained in other classes of records. *Topics:* Chemicals — generally; companies; governments; fairs, missions and industrial co-operation; organizations; policy and special issues; standards; tariffs and remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

#### **Products**

*Description:* This class covers information relating to the product development and marketing of chemical products on a national and international basis, and the general economic development of the Canadian chemicals industry, including studies and analysis of the chemicals industry. *Topics:* Products — generally; health care products; industrial chemicals; plastics, rubber and chemical specialties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

#### **Programs**

*Description:* This class covers information relating to branch activities and involvement as they relate to government assistance to the chemical industry in Canada in the form of grants, loans and contributions. *Topics:* Programs — generally; Defence Industry Productivity Program; Enterprise Development Program; Industry and Community Related Development Program; unsolicited proposals; Program for the Advancement of Industry Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment of DRIE.

### **Communications Branch**

The branch relays information about programs, policies and activities to the public through news releases, specialized promotional services and advertising. As well, the Directorate performs the role of communication advisor during the formulation of departmental policy initiatives. It is also responsible for the licensing opportunities activities of the department. This class is in addition to records listed in the Standard Classes of Records section of the Access Register.

#### **Licensing Opportunities — Generally**

*Description:* This class covers information on manufacturing opportunities pursued, offered and received generally, and manufacturing opportunities evaluated and promoted individually to selected parties, or included in a publicity medium (New Products Bulletin), as well as technology transfer methods and industrial property protection. *Topics:* Licensing opportunities — generally; domestic; foreign; new products bulletin. *Special Access Note:* Portions, or all, of this class of records can now be found in the Communications Branch of DRIE.

### **Corporate Analysis Branch**

The branch serves as the financial and economic analysis centre for the evaluation of industrial development projects. Emphasis is placed on analytical requirements of the Enterprise Development Program, the Defence Industry Productivity Program and the Shipbuilding Industry Assistance Program. It measures and evaluates the financial and economic implications of major departmental initiatives in the industrial development area, as they relate to departmental programs.

#### **Corporate Analysis Branch — Generally**

*Description:* This class covers information relating to branch involvement and activities with the public and private sectors regarding economic analysis and evaluation of industrial development issues. These are of a general nature and not specific to the program class of records. *Topics:* Corporate Analysis Branch — generally; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

#### **Programs**

*Description:* This class covers information relating to business and economic evaluations of proposals by companies for assistance under one of the incentive programs identified in the subject topics. *Topics:* Enterprise Development Program; Defence Industry Productivity



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Program; Shipbuilding Industry Assistance Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

### Corporate Financial and Systems Branch

The branch is responsible for the management of the corporate financial functions of the Department by establishing, maintaining and operating systems of financial administration to ensure adherence to the pertinent statutory and regulatory requirements of Parliament, Cabinet committees and central agencies, as well as departmental operating and managerial requirements for financial visibility, control and accountability. In addition, the branch is responsible for the integration, development and establishment of computer based corporate management information systems.

These classes are in addition to financial and administrative records listed in the Standard Classes of Records section of the Access Register.

#### Corporate Systems — Generally

*Description:* This class contains information on branch involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments, as well as the activities relating to the Business Opportunities Sourcing System, that would not be contained in other classes of records. *Topics:* Corporate systems — generally; acts and legislation; associations, committees, organizations, institutes and societies; conferences and meetings; co-operation and liaison; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Computer Services Branch or Market Development Branch of DRIE.

#### Computer Based Systems

*Description:* This class covers information relating to the development, integration and operations of computer based management information systems. *Topics:* Data administration. *Special Access Note:* Portions, or all, of this class of records can now be found in the Computer Services Branch of DRIE.

### Corporate Resource Management Branch

The branch is responsible for the departmental resources allocation system and the provision of advice and recommendations to senior management (deputy minister, assistant deputy ministers) respecting allocation and reallocation of resources.

These are in addition to administrative and financial records listed in the Standard Classes of Records section of the Access Register.

#### Management Improvement and Resource Utilization

*Description:* This class covers information relating to specific performance measurement systems established for the various departmental programs. *Topics:* Performance measurement — generally; branches; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Management Branch of DRIE.

### Design Canada

This organization is responsible for providing professional and administrative resources necessary to the National Design Council, analyzing and developing policies and programs that have implications for design and new product development in Canadian industry, providing assistance to associations and organizations from the public and private sectors on design proposals and projects, and managing the design assistance programs.

#### Fairs, Exhibitions, Missions and Visits

*Description:* This class covers information relating to the promotion of

Canadian design through the media of fairs, exhibitions, missions and visits. *Topics:* Fairs and exhibitions; missions and visits. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

#### Design (Industrial and Product)

*Description:* This class covers information relating to the development of industrial and product design policies, the branch's involvement with the National Design Council, the managing of design assistance programs, as well as design information and education. *Topics:* Design policy; design awards and competitions; design advisory service; private sector involvement and/or sponsorship in design; special projects; committees; National Design Council; design extension provincial; programs; scholarships; design talent utilizations; design education; grants; lectures and seminars by Design Canada; operations and directorate; case histories; seminars and workshops. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

#### Research, Surveys and Development

*Description:* This class covers information relating to industry studies, as well as departmental grants, loans and contributions programs designed to assist in the development and marketing of Canadian products. *Topics:* Research, surveys and development — generally; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

#### General and Services

*Description:* This class covers information relating to branch activities and involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments. *Topics:* Associations; committees; conferences; companies; governments. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

### Electrical and Electronics Branch

This branch monitors, assesses and assists in the development of government policies on the electrical and electronics industry and plans; and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the electrical and electronics industries.

#### Procurement and Purchases

*Description:* This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government, to ensure that industrial benefit to Canada is achieved when awarding major government contracts in the electrical and electronics industries. *Topics:* Procurement and purchases — generally; aircraft — industrial benefit; communications — industrial benefit; computer and microelectronic — industrial benefit; navigational systems; North Atlantic Treaty Organization — industrial benefit; office machines; rationalization program; ships and shops' systems; simulators; surveillance and control systems; vehicles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Automotive, Marine and Rail Branch or Machinery and Electrical Equipment Branch of DRIE.

#### Electrical and Electronics — Generally

*Description:* This class covers information relating to branch activities and involvement with the public and private sectors, other departmental organizations, and foreign countries. It includes published and gathered statistics on the electrical and electronics industry that would not be contained in other classes of records. *Topics:* Co-operation and liaison — federal and provincial governments; organizations and associations; technology; standards;



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statistics; multilateral trade negotiations; tariffs and trade. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

### Industrial Development

*Description:* This class covers information relating to branch activities and involvement as they relate to the development of the Canadian manufacturing and processing sectors of the industry; and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies — generally; programs — generally; Defence Industry Productivity Program; Defence Development Sharing Program; Industry Modernization for Defence Export Program; defence industry research; Enterprise Development Program; General Adjustment Assistance Program; Industrial Design Assistance Program; Make or Buy Program; Microelectronics Support Program; Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

### Industrial Policy Development

*Description:* This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy), and electrical and electronics issues, including data relating to export control. *Topics:* Horizontal issues; COCOM; space industry restructuring; electrical and electronics; electrical profiles; electronics profiles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

### Marketing

*Description:* This class covers information relating to branch activities and involvement as they relate to the assistance given to Canadian firms in the marketing of their equipment, products and systems. *Topics:* Marketing — generally; economic intelligence reports; promotional projects; fairs and missions; missions and visits; products; industrial co-operation; projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

### Financial Policy and Liaison Branch

The branch co-ordinates policy and liaison with Crown corporations, agencies and financial institutions in the private sector. It is responsible for the development and co-ordination of advice on the financial implications of policies and programs across the Department.

#### Financial Policy and Liaison — Generally

*Description:* This class covers information relating to branch activities and involvement with various associations, organizations and firms from the public and private sectors, as well as activities with other sectors of Industry, Trade and Commerce which are not contained in other classes of records. *Topics:* Financial policy and liaison — generally; acts and legislation; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; companies, corporations and firms, federal and provincial; corporate finance and analysis. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

#### Domestic Financial Institutions and Markets

*Description:* This class covers information relating to the activities of Canadian financial institutions and the analysis and review of investment and financial markets. *Topics:* Financial institutions — generally; Canada Development Corporation; Canadian chartered banks; economic development; Federal Business Development Bank;

financial markets; investment. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

### Export Promotion and Financing

*Description:* This class covers information relating to foreign and domestic institutions, including government programs, providing export promotion and financing facilities. *Topics:* Export promotion and financing — generally; Canadian; countries; export financing studies; foreign; international arrangements. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

### Official Development Assistance and International Financial Institutions

*Description:* This class covers information relating to international organizations and associations whose work affects export promotion and financing. *Topics:* Official Development Bank; Asian Development Bank; Canadian International Development Agency (CIDA); Caribbean Development Bank; Commonwealth Secretariat; Inter-American Development Bank; Organization for Economic Co-operation and Development (OECD); United Nations; World Bank Group. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of DRIE.

### Food Branch

This branch monitors, assesses and assists in the development of government policies on agriculture, fisheries and food products; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the agriculture, fisheries and food industries.

#### Agriculture, Fish and Food Products — Generally

*Description:* This class covers information relating to branch activities and involvement with various associations and organizations from both the public and private sectors and other countries as well as missions and visits, trade fairs and market survey data that would not be contained in other classes of records. *Topics:* Agriculture, fisheries and food products — generally; agricultural intelligence; agricultural reporting; associations, clubs, societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements, negotiations, treaties; transportation; food and agricultural organization (FAO). *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

#### Agricultural Products

*Description:* This class covers information relating to the production and marketing, nationally and internationally, of agricultural products, including world market situations and the general economic development of the Canadian agricultural industry. *Topics:* Agriculture and agricultural products — generally; agricultural products; feeds; fresh fruits; fresh vegetables; pulses; seeds; tobacco. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

#### Fisheries and Fish Products

*Description:* This class covers information relating to the production and marketing on a national and international basis of fish products, including world market situations; and the general economic development of the Canadian fisheries and fish products industry. *Topics:* Fisheries and fish products — generally; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery producers; marine mammals; marine plants — algae; pelagic species; provinces; roes, caviar; salmonids; sharks, swordfish; shellfish. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

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## Grocery Products

*Description:* This class covers information relating to the production and marketing of grocery products on a national and international basis, including marketing situations and the general economic development of the grocery products industry in Canada. *Topics:* Grocery products — generally; baked goods; beverages; fruits and vegetables; grain-based products; international commodities; processed foods. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

## Livestock, Meat and Dairy Products

*Description:* This class covers information relating to the production and marketing of livestock, meat and dairy products on a national and international basis, including world market situations, as well as regulations on the importing and exporting of livestock, and the general economic development of this industry in Canada. *Topics:* Livestock, meat and dairy products — generally; dairy products; fur products; livestock; meat; poultry. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

## Programs

*Description:* This class covers information relating to the grants, loans and contributions programs designed to assist the agriculture, fisheries and food products industries in the development and marketing of their products. *Topics:* Programs — generally; Agriculture and Food Products Market Development Assistance Program (AGMAP); Enterprise Development Program (EDP); Industrial Energy Research and Development Program (IERD); Industry and Labour Adjustment Program (ILAP); Program for Advancement of Industrial Technology (PAIT); Program to Enhance Productivity (PEP); Program for Export Market Development (PEMD); programs for other departments — generally; programs of other departments: Department of Regional Economic Expansion. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment of DRIE.

## Import Analysis Directorate

The directorate is the focal point for in-depth analysis of import replacement opportunities which involves the gathering and analysis of import data and related material on foreign competition and foreign marketing practices. It is responsible for the production of detailed analyses of imports for individual companies and ITC as required by the *ITC Act*. There is close contact with industry associations and organizations and private companies, as well as provincial governments and their industrial development organizations, other federal departments and industry sector branches of ITC.

### Import Analysis Directorate — Generally

*Description:* This class covers information relating to the gathering of import data and correspondence with companies relating to reports and statistics of individual commodity imports, and the identification of import replacement opportunities as required by the *Industry, Trade and Commerce Act*. *Topics:* Company files (arranged alphabetically); projects (arranged by statistics commodity codes). *Special Access Note:* Portions, or all, of this class of records can now be found in the Market Development Branch of DRIE.

## Machinery Branch

This branch plans, develops, assesses and executes policies, programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the machinery industry.

### Procurement and Purchases

*Description:* This class covers information relating to branch activities

as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the machinery industry. *Topics:* Procurement and purchases — generally. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

### Machinery — Generally

*Description:* This class covers information relating to branch activities and involvement with the public and private sectors, and federal, provincial and foreign governments. It also includes studies, standards, statistics and trade agreements for the machinery industry that would not be contained in other classes of records. *Topics:* Machinery — generally; co-operation and liaison; committees; organizations and associations; standards; studies; statistics; tariffs; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

### Industrial Development

*Description:* This class covers information relating to branch activities and involvement relating to the development of the Canadian sector of the machinery industry, and to government incentives and assistance for Canadian firms in the form of grants, loans, contributions and write-offs. *Topics:* Industrial development — generally; companies; programs — generally; energy conserving equipment — class 34; Enterprise Development Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; industrial technology; Program for Enhanced Productivity; Program for Export Market Development; Regional Economic Development Program; Shipbuilding Industry Performance Improvements Program; Unsolicited Proposals Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

### Industrial Policy Development

*Description:* This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy) and on the machinery industry. *Topics:* Industrial policy development — generally; economic intelligence; horizontal issues; industry sector profiles; machinery industry (vertical issues); nuclear power. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

### Trade Development

*Description:* This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — generally; fairs and exhibitions; missions and visits; industrial co-operation; equipment and machinery. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

### Machinery and Equipment Advisory Board — Generally

*Description:* This class covers information relating to applications by importers to the Machinery and Equipment Advisory Board for duty remission on the importation of machinery equipment which is not available from production in Canada, as well as information from Canadian companies regarding various types of machinery and equipment they make in Canada. *Topics:* Machinery and Equipment Advisory Board — generally; application for duty remission; machinery and equipment made in Canada. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

### Emergency Planning

*Description:* This class covers branch activities relating to preparation of plans and arrangements for exceptional measures to mitigate the adverse effects of an imminent or actual emergency. *Topics:*



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Documents and planning. *Special Access Note:* Portions, or all, of this class of records can now be found in the Emergency Planning Branch of DRIE.

### Machinery and Equipment Advisory Board

The board program entails a twofold approach to encourage the expansion and efficiency of Canadian manufacturing by providing a reasonable measure of tariff protection to machinery manufacturers, and enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

#### Machinery and Equipment Advisory Board — Generally

*Description:* This class covers information relating to the development and operating guidelines of the machinery program. It also includes material relating to the receipt and control of applications for remission of duty under the machinery program. *Topics:* Machinery and Equipment Advisory Board — generally; guidelines; remission program; submission control; surveys and studies; applications for remission of duty. *Special Access Note:* Applications for remission of duty are microfilmed and filed alphabetically. Portions, or all, of this class of records can now be found in the Machinery Equipment Advisory Board of DRIE.

### Office of Industrial and Regional Benefits

The office is responsible for analyzing the requirements of major projects (those with a value in excess of \$100 million) for goods and services, and advising government as to the policies to a competitive basis. It also provides staff support to the Committee on Industrial and Regional Benefits. This committee deals with major projects owner/sponsors to encourage them to provide full, fair and competitive access for Canadian companies to the requirements for goods and services.

#### Procurement and Purchases

*Description:* This class covers information relating to the activities of the Office of Industrial and Regional Benefits as they relate to industrial development benefits from major project activity in both the private and public sectors. *Topics:* Procurement and purchases — generally; industrial and regional benefits — generally; industrial and regional benefits — companies; industrial and regional benefits — cooperation and liaison; industrial and regional benefits — projects; task force on industrial and regional benefits from major projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial and Regional Benefits Branch of DRIE.

### Office of Policy Analysis

The office conducts various policy and analytical studies in support of the Department's aims and objectives. It consists of three components, all of which share common classes of records.

### Trade and Structural Analysis Directorate

This directorate is responsible for carrying out in-depth analytical projects relating to international economics and industrial development issues. The studies focus on the impact of these areas on the structure of the Canadian economy and associated medium-term economic policy. Special attention is given to the analysis of energy developments, new trading relationships and the sectoral development of the Canadian economy. The directorate represents DRIE in a number of international and inter-departmental organizations.

### Economic Intelligence Directorate

The directorate is responsible for the analysis and assessment of short-term economic developments, both in Canada and in the world at

large. It provides regular written and oral briefings and reports on these developments to the ministers, policy committee and other departmental units.

### Micro Economic Analysis Directorate

The directorate provides the Department with economic and statistical analysis of selected major issues. The analysis focuses on selected labour market and industrial adjustment problems, technological change, research and development issues and the nature and function of multi-national enterprises, as well as the broad issues raised by foreign ownership and control. The directorate is responsible for conducting the bi-annual surveys of capital investment intentions and the Foreign-Owned Subsidiaries Survey. The directorate also coordinates the departmental position on major statistical issues and problems.

#### Economic Policy and Analysis — Generally

*Description:* This class covers information relating to branch activities and involvement with the public and private sectors, including other departmental organizations, that would not be contained in other classes of records. *Topics:* Economic policy and analysis — generally; companies, corporations, firms; corporation returns survey; Inter-departmental Committee on Trade and Industrial Policies; political and national issues; program evaluation; studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### Databases and Information Systems

*Description:* This class covers information relating to branch activities and involvement in the development and operation of databases and information systems. *Topics:* Databases and information systems; computer services and consultants; data banks; International Trade Data Bank; models — Canadian, international and Industry, Trade and Commerce; Micro Studies Project; Federal Labour Incentives Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### Economy

*Description:* This class covers information relating to reviews and surveys by the branch of national and international economic issues and their implication for the Department's policies. *Topics:* Economy — generally; economic situation and outlook; inflation; investment; capital investment survey; productivity and competitiveness; regional development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### Government Policies

*Description:* This class covers information relating to branch activities and involvement with government-wide policy issues as they affect industrialization and trade matters. *Topics:* Government policies — generally; competition; energy; fiscal; income (wage and price controls); manpower and employment; science and technology. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### Industrial Development

*Description:* This class covers information relating to branch reviews and studies of Canada's industrial development policies and strategies. *Topics:* Industrial development — generally; incentives and disincentives; industrial support programs; Enterprise Canada — 77; industries studies/information; textile and clothing industry; post quota clothing and footwear prices; resource upgrading. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### International Issues

*Description:* This class covers information relating to international trade, development and co-operation matters such as markets, agreements, negotiations, treaties, tariffs as identified in the subject topics. *Topics:* International relations; trade agreements, negotiations,



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treaties; export programs; organization for Economic Co-operation and Development; General Agreement Trade and Tariff (GATT); Multilateral Trade Negotiations (MTN); multinational enterprises; tariffs.

### Office of Policy Co-ordination

The objective of the office is to ensure the various policy and program proposals for consideration by the Minister of DRIE are adequately formulated, co-ordinated, and integrated into a coherent set of initiatives departmentally, within the framework of the government's overall economic development, policy direction, and priorities. It supports the departmental policy committee in the drafting, formulation and recommendation of policies and programs concerned with international trade and recommendation of policies and programs concerned with international trade and industrial/regional development. It also prepares the departmental strategic plan identifying key industrial development policy issues and advises senior management on regional and federal/provincial concerns. The office is composed of three directorates: Trade and Industrial Policy, Regional Policy and General Policy.

### Trade and Industrial Policy

This directorate is responsible for the formulation, co-ordination, and integration of various departmental trade and industrial development policies and strategies. It focuses on sectoral manufacturing strategies and projects.

### Regional Policy

This directorate is responsible for the formulation, co-ordination and integration of the regional dimensions of departmental industrial and trade policies, and for the co-ordination of departmental policies and strategies with the regional economic development policies of the Department of Regional Industrial Expansion, and central agencies concerned with policy matters.

### General Policy

This directorate is responsible for the formulation, co-ordination and integration with the national industrial and trade policy framework, of departmental activities concerned with the complex of industrial development policy issues related to resource industries and energy development, and with industrial innovation.

#### General Policy

*Description:* This class covers information relating to the planning, development and co-ordination of policies within DRIE. *Topics:* Strategic planning; industrial innovation; industrial and regional benefits; shipbuilding; export financing; government procurement; energy related issues; resource industries policies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### Trade and Industrial Policy

*Description:* This class covers subjects relating to the formulation and recommendation of policies dealing with trade or industrial development. *Topics:* Industrial development policies; sectoral manufacturing strategies and projects; Industrial Opportunities Program; small business; trade strategy. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### Regional Policy

*Description:* This class covers subjects and issues relating to the development of policies and strategies at the regional or federal-provincial level. *Topics:* Regional development policies and strategies; provincial industrial policies; federal-provincial policies; common market issues; locational investment issues. *Special Access Note:*

Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

### Office of Regional Affairs

Through its regional office network, this office provides a focal point for the co-ordination and management of the overall departmental dealings with provincial governments in the industrial development, trade and tourism areas, and with federal departments and agencies primarily concerned with regional economic development and industrial diversification. The function is primarily one of advice, co-ordination, liaison and consultation.

The office provides operational guidance and administrative support to the department's ten regional offices located throughout Canada. These offices provide a wide range of trade and industrial assistance to Canadian industry, and are focal points for the Department's relations with the provinces. Regional offices provide information on the full range of DRIE programs to the industries in their regions and administer the programs locally. In addition, the offices give information and advice on domestic and export market possibilities, and offer general assistance to Canadian industry for the expansion of trade and tourism.

Each regional office and DRIE headquarters in Ottawa maintains a Business Information Centre. These centres provide a regional source of information on all federal and provincial government programs and services available to Canadian industry.

#### Office of Regional Affairs — Generally

*Description:* This class covers information relating to the development of manufacturing and processing sectors, assistance and incentives for research, development, productivity, marketing, tourism, as well as co-ordination of trade development in the private sector, as they relate to federal/provincial concerns. *Topics:* Office of Regional Affairs — general; committees, task forces and working groups; co-operation and liaison federal/provincial departments and agencies — general; provincial affairs — general; economic development — general; Canadian industry policy development; programs — general, provincial development; provincial industrial development; trade development — general; export-import market enquiries; trade promotion. *Special Access Note:* Portions, or all, of this class of records can now be found in the Corporate Co-ordination Bureau of DRIE.

### Office of Service Industries — Distribution Services Branch

The branch is responsible for the formulation and implementation of policies and programs affecting the domestic and international economic environment. It provides for the examination of the distribution system which moves all consumer and industrial goods from manufacturer to consumer. It maintains an in-depth knowledge base of these sectors and is involved in commercial policy and strategy formulation, commercial development, international trade regulations, and domestic and international market development.

#### Distribution Services Branch — Generally

*Description:* This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations, that would not be contained in other classes of records. *Topics:* Distribution services — generally; acts and legislation; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; reports and statistics; trade agreements, tariffs and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

#### Distribution and Services

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**Description:** This class covers information relating to research and development and marketing on behalf of Canada's distributive trades, such as trading houses, franchising and the automotive aftermarket, and promotion of more effective use of these and other marketing channels by Canadian manufacturing and trade. **Topics:** Automotive aftermarket; franchising; trading house; warehousing. **Special Access Note:** Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

### Programs

**Description:** This class covers information relating to assistance and incentives for research development, productivity and marketing in the private sector. **Topics:** Programs — generally; program for Export Market Development (PEMD). **Special Access Note:** Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

### Wholesale and Retail

**Description:** This class covers information relating to representation of wholesale and retail industry interests in the development and implementation of government policies; research and development and marketing support to the wholesale and retail industry in Canada; and improvement of the exchange of product/market intelligence among Canadian retailers, wholesalers, manufacturers and primary producers. **Topics:** Wholesale and retail — generally; general merchandising; drugs; food.

## Office of Service Industries — Transportation Services Branch

The branch is responsible for the analysis of, and participation in, the formulation of international and domestic policies affecting physical distribution and transportation policy. It determines the appropriate balance necessary to protect the interest of shippers, while supporting the viability of and identifying trade opportunities for the Canadian transportation service industry. It also maintains an in-depth knowledge base of these sectors and is involved in industrial policy and strategy formulation and industrial development.

### Transportation Services — Generally

**Description:** This class covers information relating to branch activities and involvement with federal and provincial government departments and foreign countries, as well as information on the transportation and distribution costs of commodities that would not be contained in other classes of records. **Topics:** Commodities; countries; government departments and agencies. **Special Access Note:** Portions, or all, of this class of records can now be found in the Services Industries Branch of DRIE.

### Air Transportation

**Description:** This class covers information relating to the formulation and implementation of domestic air transport policies; assistance to the business community and governments concerning legislative and regulatory changes in air transportation and in resolving rates and services problems. **Topics:** Air transportation — generally; companies and associations; international organizations; programs; projects. **Special Access Note:** Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Services Industries Branch of DRIE.

### Marine Transportation

**Description:** This class covers information relating to the formulation and implementation of international and domestic marine transport policies; assistance to the business community and governments concerning legislative and regulatory changes in marine transportation and in resolving rates and services problems. **Topics:** Marine transportation — generally; Canadian port facilities; companies and associations; international organizations; programs; projects. **Special Access Note:** Portions, or all, of this class of records

can now be found in the Office of Industrial Adjustment Branch or Services Industries Branch of DRIE.

### Multimodal Transportation

**Description:** This class covers information relating to the formulation and implementation of international and domestic policies on multimodal transportation; assistance to the business community and governments concerning legislative and regulatory changes in multimodal transportation and in resolving rates and services problems. **Topics:** Multimodal transportation — generally; companies, associations and universities; international organizations; programs; projects. **Special Access Note:** Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

### Rail Transportation

**Description:** This class covers information relating to the formulation and implementation of international and domestic policies on rail transportation; assistance to the business community and governments concerning legislative and regulatory changes in rail transportation and in resolving rates and services problems. **Topics:** Rail transportation — generally; companies and associations; international organizations; programs; projects. **Special Access Note:** Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

### Road Transportation

**Description:** This class covers information relating to the formulation and implementation of international and domestic road transport policies; assistance to the business community and governments concerning legislative and regulatory changes in road transportation and in resolving rates and services problems. **Topics:** Road transportation — generally; companies and associations; international organizations; programs; projects. **Special Access Note:** Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

## Office of Service Industries — Construction and Consulting Services

This branch monitors, assesses and assists in the development of government policies on the construction and consulting services industries, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of these industries.

### Procurement and Purchases

**Description:** This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the construction and consulting services industries. **Topics:** Procurement and purchases — generally. **Special Access Note:** Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

### Construction and Consulting Services — Generally

**Description:** This class covers information relating to branch activities and involvement with the public and private sectors, other departmental organizations and foreign countries. It includes standards, statistics and trade agreements for these industries that would not be contained in other classes of records. **Topics:** Construction and consulting services — generally; co-operation and liaison; organizations and associations; standards; statistics; trade agreements, negotiations and treaties. **Special Access Note:** Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

### Industrial Development

**Description:** This class covers information relating to branch activities and involvement relating to the development of industrial sectors and



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to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies; programs; Regional Economic Expansion Program; Enterprise Development Program; Program for Export Market Development; research and planning. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

### Industrial Policy Development

*Description:* This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on sectoral and horizontal issues. *Topics:* Industrial policy development — generally; industry sector profiles; Construction Industry Development Council — task forces. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

### Trade Development

*Description:* This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — generally; construction contractors; consulting and engineering services; fairs, exhibitions, missions and visits; industrial co-operation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

## Programs Branch

The branch is responsible for the overall central management and control of the majority of the the Department's funded programs, including the Interfirm Comparison Program, which is aimed at assisting individual companies in improving their productivity and profitability by identifying their relative strengths and weaknesses in comparison with others. It provides budgeting, evaluation and monitoring services for the programs, and gives detailed financial and economic evaluation assistance to organizational units engaged in program administration.

### Programs — Generally

*Description:* This class covers information relating to branch activities and involvement with organizations and associations in the public and private sectors, and federal and provincial governments. It includes statistics and reports that would not be contained in other classes of records. *Topics:* Programs — generally; associations and organizations; co-operation and liaison; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

### Defence Industry Productivity Program

*Description:* This class covers information relating to branch activities as it relates to the management and control of the Defence Industry Productivity Program. *Topics:* Defence Industry Productivity Program — generally; research and development — generally; research and development — projects; industry modernization for defence export — generally; industry modernization for defence export — projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Planning and Control Branch of DRIE.

### Enterprise Development Program

*Description:* This class covers information relating to branch activities as it relates to the management and control of the Enterprise Development Program. *Topics:* Enterprise Development Program — generally; co-operation and liaison; legal matters; policy and procedures; program audit and evaluation; project files; reports and statistics; EDP board, panel; central board; Industry and Community Development Panel; innovation panel; microelectronics panel; regional boards. *Storage Medium:* Microfilm. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

### Interfirm Comparison and Productivity Improvement

*Description:* This class covers information relating to branch involvement and activities with the public and private sectors regarding productivity improvement and that are not specific to the industry comparison class of records. *Topics:* Interfirm comparison and productivity improvement — generally; associations, committees, institutes, organizations, societies; co-operation and liaison; productivity. *Special Access Note:* Portions, or all, of this class of records can now be found in the Market Development Branch or Program Development and Operations Branch of DRIE.

### Industry Comparisons

*Description:* This class covers information relating to reports and studies of groups of companies comparing their overall performance with their competitors, thereby enabling them to improve their productivity and competitiveness. *Topics:* Industry comparisons — generally; agriculture, fisheries and food products; chemicals; construction and consulting services; electrical and electronics; grains marketing; machinery; resource industries; textile and consumer products; transportation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

### Program for Export Market Development

*Description:* This class covers information relating to branch activities as it relates to the management and control of the Program for Export Market Development. *Topics:* Program for Export Market Development (PEMD) — generally; project files; co-operation and liaison (branches, regional offices); associations, committees, task forces. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

### Special Programs

*Description:* This class covers information relating to branch activities in relation to the management and control of special programs, including the *Small Business Loans Act*; Business Council Program; Credit Reinsurance Program; and Industry, Energy Research and Development Program. *Topics:* Special programs — generally; *Small Business Loans Act*; Business Councils Program; Credit Reinsurance Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

### Policy and Special Services

*Description:* This class covers information relating to the development of program policies and of management information systems, as well as the implementation of recommended changes to program design, delivery and control systems. *Topics:* Policy and special services — generally; development of program policies; program evaluation implementation; management information systems; forecast of program expenditures. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

## Program Evaluation Branch

This branch initiates departmental evaluation activities, advises senior management on program effectiveness, and responds to departmental management needs by providing senior departmental managers and program managers with information that supports the decision-making process and contributes to the management planning and control processes.

### Program Evaluations — Generally

*Description:* This class covers information relating to program evaluation policies, mandate, objectives and guidelines. It also includes individual program evaluations conducted by the sector branches in which the Program Evaluation Branch acts only in an advisory capacity. *Topics:* Program evaluation — generally; agencies, institutes, societies and other government departments; committees



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and meetings; Deputy Minister Overview System; Industrial Opportunities Program; other evaluations; program component evaluations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Evaluation Branch of DRIE.

### Resource Industries Branch

The branch initiates, develops and promotes trade and industrial policies and programs pertaining to the Canadian metals, minerals and forest products industries. It also implements new approaches and assesses the impact of new policies or initiatives on resource-based industries by providing direct assistance to industry, planning and executing programs directed to the further development of the industry in Canada, and by representing the industry at international conferences and seminars.

#### Resource Industries — Generally

*Description:* This class covers information relating to branch activities and involvement with organizations and associations in the public and private sectors, and federal and provincial governments. It includes statistics and trade agreements for the resource industries that would not be contained in other classes of records. *Topics:* Resource industries — generally; co-operation and liaison; industrial co-operation; organizations and associations; statistics; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

#### Industrial Development

*Description:* This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., competition policy); the development of the Canadian sector of the resource industries; and assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies; horizontal issues; programs — generally; Defence Industry Productivity Program; energy conserving equipment — class 34; Enterprise Conserving Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Program to Enhance Productivity; Unsolicited Proposals Program; Regional Economic Program; research and development; Community-Based Industrial Adjustment Program; Industry Energy Research and Development Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Resource Processing Industries Branch of DRIE.

#### Forest Products

*Description:* This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the forest products industry. *Topics:* Forest products — generally; fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

#### Metals and Minerals

*Description:* This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the metals and minerals industries. *Topics:* Metals and minerals — generally; fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

### Small Business Secretariat

The secretariat is responsible for the development and assessment of national policies and programs affecting small business. It provides support to the Minister of State for Small Business in carrying out his or her duties, and maintains contact with the provinces and industry groups on small business matters. The secretariat takes the lead in special assignments relating to small business, which often cover a broad range of interest areas and involve other branches and departments, and prepares recommendations and Cabinet documents resulting from these activities.

#### Small Business Secretariat — Generally

*Description:* This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, as well as co-operation and liaison with federal, provincial and foreign governments, which is not included in other classes of records. *Topics:* Small Business Secretariat — generally; acts and legislation; complaints and enquiries; associations, committees, organizations, institutes, societies; briefings; Business Council programs; conferences and meetings; co-operation and liaison; human resources; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

#### Financial Policy

*Description:* This class covers information relating to the availability of capital and initiatives to improve the financing environment for small business in Canada. *Topics:* Financial policy — generally; capital markets; equity financing; federal programs; foreign programs; sources of Canada; taxation matters; venture capital. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

#### Special Projects

*Description:* This class covers information relating to special programs and projects to assist small business and federal government procurement policies when dealing with small business. *Topics:* Special projects — generally; Small Business Internship Program; other related programs; procurement; sub-contracting program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

#### Advocacy Office

*Description:* This class covers information relating to complaints, enquiries from small business on government regulations, red tape and paper burden, including information concerning associations. *Topics:* Paper burden and Advocacy Office — generally; federal and provincial departments; Chambers of Commerce; associations; discussion papers; cabinet committee; general literature; conferences; ministers' dockets; public relations speeches; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

### Small Business Financing Review Task Force

The task force was established to examine the effect of government policies, programs, institutions, regulations and tax measures on small business and the private sector capital markets.

#### Operations

*Description:* This class covers information relating to examinations of government policies, assistance, and programs in relation to small business, including studies of small business financing in Canada and foreign countries. *Topics:* Small Business Financing Review — generally; federal assistance; organizations, associations, companies; small business financing in foreign countries; studies and surveys. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

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### Surface Transportation Branch

This branch monitors, assesses and assists in the development of government policies on surface transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the surface transportation industry.

#### Surface Transportation — Generally

*Description:* This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to surface transportation that would not be contained in other classes of records. *Topics:* Surface transportation — generally; associations, clubs and societies; committees, task forces, conferences and meetings; companies, corporations, firms; co-operation and liaison; fairs and exhibitions; industrial co-operation; missions and visits; project studies; promotional projects; sector profiles; statistics; tariffs and duty remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive Marine and Rail Branch of DRIE.

#### Industrial Development

*Description:* This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the surface transportation industry and surface transportation equipment manufacturers. *Topics:* Programs — generally; Defence Industry Productivity (DIP); Enterprise Development Program (EDP); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Make or Buy Program (unsolicited proposals). *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive Marine and Rail Branch of DRIE.

#### Vehicle and Rail System Industries

*Description:* This class covers information relating to the development of government policies on the vehicle and components industries and the railway industry, as well as the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the vehicle system and rail industries. *Topics:* Vehicle and rail system industries — generally; auto parts; markets; motor vehicles; urban transportation; railways. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch of DRIE.

#### Automotive Task Force

*Description:* This class covers information relating to the task force's activities and involvement with organizations and associations in the public and private sectors; analysis of industrial statistics and examination of trade issues and marketing as they relate to the automotive aftermarket industry. *Topics:* Automotive Task Force — generally; associations; automotive industry analysis; committees, conferences, meetings; companies, firms; industrial development; markets; statistics; trade issues. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch of DRIE.

### Technology Branch

This branch is responsible for science and technology matters in support of industrial trade objectives. It formulates and monitors policies and programs to promote industrial research and development, innovation, and the use of advanced technology in Canada. It also provides information and advice to management and

other federal institutions on these topics. The branch administers programs to assist universities and non-profit organizations, and is the Department's representative in inter-departmental national and international scientific and technological activities.

#### Technology — Generally

*Description:* This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, and with federal, provincial and foreign governments, that would not be contained in other classes of records. *Topics:* Technology — generally; acts and legislation; associations, organizations, institutes, committees and societies; conferences and meetings; co-operation, and liaison; reports and statistics; standards and certification; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

#### Programs

*Description:* This class covers information relating to assistance for research and development, productivity, marketing and innovation in the field of science and technology assistance for international business studies and the provision of management advice. *Topics:* Programs — generally; Centres of Advanced Technology; Centres for International Business Studies; Defence Industry Productivity Program (DIPP); Enterprise Development Program (EDP); Industrial Energy Research Development (IERD); Industrial Innovation Centres — generally; industrial research associations; industrial research institutes; management advisory institutes; Program for the Advancement of Industrial Technology (PAIT); technological innovation studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

#### Technical Information

*Description:* This class covers information relating to correspondence and literature relating to Canadian industries to provide an information bank for industrial research and development. *Topics:* Technical information — generally; chemicals; electrical and electronics; energy; machinery industries; resource industries. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

### Textiles and Consumer Products Branch

This branch monitors, assesses and assists in the development of government policies on textiles, clothing, footwear, leisure products, furniture, and cultural industries; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the textiles and consumer products industries.

#### Fashion Office

*Description:* This class covers information relating to activities and involvement of the office as they relate to the improvement of the quality and creativity in Canadian fashion products, the building of a prestige image for Canadian fashion, and providing an environment that will encourage Canadian design talent. *Topics:* Administration; fashion — generally; committees; designer development; image development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

#### Textiles and Consumer Products — Generally

*Description:* This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including federal and provincial governments, as well as its participation in trade fairs and exhibitions. It also covers standards and statistics relating to the textiles and consumer products industries that would not be contained in other classes of records. *Topics:* Textiles and consumer products —



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generally; exports and imports; fairs and exhibitions, missions and visits; governments; international organizations; standards; statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

### **Clothing Industry**

*Description:* This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the clothing industry. *Topics:* Clothing industry — generally; associations; companies; fairs, exhibitions, missions and visits; industry development; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

### **Leisure Industries**

*Description:* This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the leisure products industry. *Topics:* Leisure industries — generally; associations; book programs; companies; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

### **Furniture Industry**

*Description:* This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the furniture industry. *Topics:* Furniture industry — generally; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

### **Footwear Industry**

*Description:* This class covers information relating to the planning and execution of services and assistance designed to promote the establishment, improvement, efficiency, export market development and general economic development of the footwear industry. *Topics:* Footwear industry — generally; associations; companies; fairs and missions; Footwear and Leather Institute of Canada (FLIC); Footwear and Scholarship Program; Footwear Tanning Industry Adjustment Assistance Benefit Regulations (FTIABR); products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

### **Textile Industry**

*Description:* This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the textile industry. *Topics:* Textile industry — generally; associations; companies; fairs, exhibitions, missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

### **Policy Co-ordination and Analysis**

*Description:* This class covers information relating to policies and special issues which affect economic activity in the textiles and consumer products industries. *Topics:* Policy co-ordination and analysis — generally; acts, legislation, relations, treaties; consultative process; horizontal issues; proposals and strategies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

### **Programs**

*Description:* This class covers information relating to government assistance to the textiles and consumer products industries in the form of grants, loans and contributions. *Topics:* Programs — generally; Enterprise Development Program; Footwear and Tanning Industries Adjustment Program; General Adjustment Assistance Program;

Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

## **Records of the Former Department of Regional Economic Expansion**

### **Analysis and Liaison Branch**

This branch consists of three divisions: Economic Development Analysis, which undertakes economic and social analysis on an inter-regional basis; Policy Analysis, which identifies and evaluates broad regional economic development issues; and Program Analysis and Liaison, which monitors initiatives proposed by the regions in terms of their national or inter-regional implications, and maintains liaison both within the Department and with other departments to promote policy consistency.

#### **Liaison and Briefing**

*Description:* This class covers information relating to external and intra-departmental liaising and regular briefings for the Minister and senior management. *Topics:* Other government department programs, reports and critiques; participation in other government departments' committees; external liaison; foreign industrial prospects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of DRIE.

#### **Departmental Program Analysis**

*Description:* This class covers information relating to analysis of former DREE Programs. *Topics:* Cape Breton initiatives; cost sharing arrangements for general development agreements; industrial adjustments and developments; program evaluation; subsidiary agreement reports; regional disparities; DREE expenditure by electoral district; native programs; regional initiatives. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch, Policy Sector Branch and Program Development and Operations Branch of DRIE.

#### **Policy and Legislative Follow-up to the Strategic Overview**

*Description:* This class covers information relating to strategic and tactical planning and detailed policy, program and legislative development. *Topics:* Regional constraints; Regional Development Fund; strategic overview; Indian benefits from federal government employment and regional initiatives; community and rural economic development; Business Assistance Program; Local Economic Development Assistance (LEDA); legislation review; Constitution. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### **Tilting Other Government Department Policies**

*Description:* This class covers information relating to substantive briefings on items for the Cabinet Committee on Economic Development and ongoing participation on inter-departmental committees. *Topics:* New fighter procurement; Canadian Patrol Frigate Program; Employment Development Fund; government procurement; Iles de la Madeleine; shipbuilding policy; Industrial Opportunity Program; small business initiatives; petrochemical industry. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

#### **Regional Strategies**

*Description:* This class covers information relating to co-ordinating and participating in the preparation of federal and departmental regional development strategies. *Topics:* Strategic overviews; regional strategies; energy consultation with regions; provincial economic development strategies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.



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## Analytic Projects

*Description:* This class covers information relating to major analytic projects as a backup for policy development and inter-departmental communication. *Topics:* Tax expenditures, labour market gap analysis; initiatives to promote high technology growth in the regions of Canada; natives; linkages; local development initiatives; cluster analysis; major projects; energy demand analysis. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

## Data Co-ordination

*Description:* This class covers information relating to maintaining and developing a database on regional statistics and providing statistical analysis for headquarters, field offices, other government departments, and other clients. *Topics:* Real income differential by region, by occupation; Provincial and Regional Data Directory; changes in investment by region; layoff in Ontario communities; employment potential in Ontario; COMDAT 80; bankruptcy statistics; employment and unemployment by province, sex and age groups; migration rate by age and sex; data bank franchise; statistical policy. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

## Industrial Incentives Branch Operational Planning Division

The division provides guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial matters concerning other departments, issues operational guidelines for the RDIP and monitors adherence across the country.

### Incentives

*Description:* This class covers information relating to planning and operation of the Regional Development Incentives Program (RDIP) and policy advice on industrial incentives matters concerning other departments. *Topics:* Policy; operating guidelines; legislative reviews; designated regions; industrial promotion; requests for assistance; Departmental Incentives Data System (DIDS) detailing disposal of individual incentives applications; double depreciation for new products. *Special Access Note:* Computer system (DIDS) arranged by company or individual name, province, location and standards industrial classification. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

### Incentives — Operational Planning

*Description:* This class covers information relating to development, implementation, monitoring, evaluation and modification of the decentralized incentives program. *Topics:* Research, surveys and studies relating to impact of incentives programs completed, rejected or discontinued projects, equity investment; assessment of industrial policies; program proposals; program monitoring; program evaluation; Special Investment Tax Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

## Incentives Evaluation and Loan Guarantees Division

The division reviews incentive case files, including loan guarantees, and is responsible for all recovery actions involving incentives cases which fail to meet statutory requirements or other conditions.

### Incentive Case Files

*Description:* This class covers information relating to individual applicants for grants and repayable development incentives from the initial application to the final decision. *Topics:* Application forms; letters of offer; letters of acceptance; letters of withdrawal; status reports; audit reports; decisions; correspondence with applicant; other sources of information. *Special Access Note:* Individual case files

under the *Regional Development Incentives Act* (RDIA) are created and retained in provincial offices where the application was initiated; individual case files under the old *Area Development Incentives Act* (ADIA) are retained at headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

### Incentives - Loans Guarantees

*Description:* This class covers information relating to loans to industries from selected lending institutions, guaranteed by the Department. *Topics:* Policy; provincially sponsored projects; lending institutions; prospective applicants; individual loan guarantee case files, including application forms, status reports and correspondence with applicants; loan guarantees summaries and reports. *Special Access Note:* Individual loan guarantee case files created and retained in headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

### Incentives — Recovery

*Description:* This class covers information relating to a collection of debts due to the Crown from contraventions to the *Regional Development Incentives Act* (RDIA) or the *Area Development Incentives Act* (ADIA) and the *Regional Economic Expansion Act*, as well as a collection of repayable incentives. *Topics:* Deletion of debts due to the Crown; statistical reports and summaries of RDIA and ADIA case load of recovery cases. *Special Access Note:* Correspondence regarding individual recovery cases is placed on the incentive case files, which are located in the provincial offices. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and regional offices of DRIE.

### Regional Development Incentives Advisory Board

*Description:* This class covers information relating to recommendations to the Minister concerning directives, guidelines and other instruments used in the administration and assessment of the individual incentives program, the disposition of specific loan guarantee applications, and the disposition of specific grant applications. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; weekly status reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

### Pulp and Paper Modernization Program Advisory Group

*Description:* This class covers information relating to the review, prior to ministerial approval, of all incentive recommendations of the joint federal-provincial management committee, which administers the implementation of each pulp and paper modernization subsidiary agreement. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; recommendation reports of management committee; executive summary reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

## Project Assessment and Evaluation Branch

This branch conducts commercial, financial, business policy and economic assessments of major regional initiatives. This major project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the branch and from various private sector organizations, along with economists specializing in the evaluation of the economic impact of major projects. Representative of the work of the branch are studies on the semi-finished steel facility in Nova Scotia, pulp and paper modernization throughout Canada, development of coal deposits in British Columbia, and a zinc refinery in New Brunswick.

### Project Records

*Description:* This class covers information relating to ongoing projects of an industrial nature. *Topics:* General correspondence; meetings;

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proposal stage; evaluation assessment phase; financial analysis; economic analysis and reports relating to projects such as the Manitoba Forest Project, Atlantic Power Project, and the Saskatchewan Steel Assessment Project. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

### **Agricultural and Rural Development Act (ARDA) 3rd Agreement (01/04/70 to 31/03/75)**

The *Agricultural and Rural Development Act* examines, formulates, implements and finances programs for the more effective use of lands; for the conservation and development of soil and water resources in rural areas; and for the development of new opportunities for increased income and employment and for improving standards of living for rural people.

#### **Canada-Newfoundland Rural Development Agreement (01/04/70 to 31/03/75)**

*Description:* This class covers information relating to assisting in the development and more efficient use of rural lands; assisting in the development and conservation of water supplies; improving of soil and helping people with related problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil water conservation; other programs; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the regional Offices of DRIE.

#### **Canada-Nova Scotia Rural Development Agreement (01/04/70 to 31/03/75)**

*Description:* This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil and water conservation; other programs; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-New Brunswick Rural Development Agreement (01/04/70 to 31/03/75)**

*Description:* This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil water conservation; other programs; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-Québec Rural Development Agreement (01/04/70 to 31/03/75)**

*Description:* This class covers information relating to the rationalization of land usage; the conservation and exploitation of water and land resources; the creation of new employment possibilities; better revenue and the improvement of lifestyle for the rural population. *Topics:* Development Committee; Performance Committee; Agricultural Program; Forestry Program; Tourism Program; Mining Program; industrial infrastructure; technical assistance; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of the Department DRIE.

#### **Canada-Ontario Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)**

*Description:* This class covers information relating to promoting economic development and alleviating conditions of social and economic disadvantages in certain rural areas of the province. *Topics:* Joint ARDA Committee; research; lands use and farm adjustment; rehabilitation; rural development field services; alternative employment and income opportunities; public information services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-Manitoba Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)**

*Description:* This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; farm diversification; community affairs; farm water services; Wilson Creek watershed; veterinary clinics; comprehensive soil and water conservation; ground water investigations; grassland sheep management; aquifer recharge research; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-Saskatchewan Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)**

*Description:* This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committees; land use; water development; human development; livestock development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-Alberta Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)**

*Description:* This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; private range land improvement; grazing reserves development; forage crop improvement; livestock water supply; veterinary clinics; alternate land use; forest lands improvement; rural information; marketing research; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-British Columbia Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)**

*Description:* This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies, the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; research; land use and farm adjustment; rural development services and training; soil and water conservation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.



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### **Agricultural and Rural Development Act (ARDA) — Special Agreement**

The special ARDA agreements involve special programs to ensure that rural residents, particularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

#### **Canada-Manitoba Special Development Agreement (01/04/71 to 31/03/85)**

*Description:* This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-Saskatchewan Special Development Agreement (01/04/71 to 31/03/82)**

*Description:* This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs; social adjustment measures; related infrastructure. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-British Columbia Special Development Agreement (01/04/71 to 31/03/82)**

*Description:* This class covers information relating to research, formulations, implementation, and the financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-Yukon Special Rural Development Agreement (05/06/78 to 31/03/82)**

*Description:* This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly those of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Canada-Northwest Territories Special Rural Development Agreement (16/06/77 to 31/03/82)**

*Description:* This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment

Measures Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Alberta General Development Agreement**

The objective of this agreement is to improve opportunities for productive employment (and access to those opportunities) in areas or economic sectors of Alberta which, relative to other areas or sectors, require special measures to realize development potential; to promote balanced development among areas of Alberta and to encourage the equitable distribution of the benefits of such development; and to reinforce the priorities of the province in respect to initiatives for its socioeconomic development.

#### **Northern Transportation Subsidiary Agreement (28/08/74 to 31/03/75)**

*Description:* This class covers information relating to improving specified highways and other transportation facilities serving remote communities and areas with high proven resource development potential. *Topics:* Joint committee; highway improvements; bridge construction; right-of-way clearing; airfield improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Northern Alberta Transportation Subsidiary Agreement (21/01/76 to 31/03/76)**

*Description:* This class covers information relating to financial support for improvements to transportation facilities, in support of industrial and socioeconomic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; new construction roads and bridges; carry-over construction roads and bridges; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Nutritive Processing Assistance Subsidiary Agreement (11/03/75 to 30/06/81)**

*Description:* This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint committee; Development Assistance Program; Public Information and Technical Service Programs; Sheep Industry Development Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Interim Alberta North Subsidiary Agreement (01/04/74 to 31/03/78)**

*Description:* This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities; community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; life improvement and community services; community economic development; planning and management; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **1976-79 Northern Transportation Subsidiary Agreement (01/04/76 to 31/03/79)**

*Description:* This class covers information relating to providing financing for improvements to specified transportation facilities in support of economic and socioeconomic development and in support of development of an efficient national transportation system. *Topics:*



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Joint Committee; roads and bridges construction; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Alberta North Subsidiary Agreement (01/04/77 to 31/03/82)**

*Description:* This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities, community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; human development; community services and facilities; community services and facilities — Indian reserves; social adjustment and professional development; community economic development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Nutritive Processing Assistance Subsidiary Agreement (19/08/81 to 31/03/84)**

*Description:* This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; development assistance; research and development facilities assistance; public information and technical services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-British Columbia General Development Agreement**

The objective of this agreement is to improve opportunities for productive employment, and access to those opportunities, in areas or economic sectors of British Columbia which, relative to other areas or sectors, require special measures to realize development potential; to promote balanced development among areas of British Columbia and to encourage the equitable distribution of the benefits of such development.

### **Northern Highways Subsidiary Agreement (28/08/74 to 31/03/75)**

*Description:* This class covers information relating to improving specified highways serving remote communities, and areas with high proven resource development potential. *Topics:* Joint Committee; highway construction; highway project; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Fort Nelson Subsidiary Agreement (23/09/75 to 31/03/78)**

*Description:* This class covers information relating to the provision of assistance to help alleviate the economic and social problems being experienced by the community of Fort Nelson. *Topics:* Implementation Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northern Highways Subsidiary Agreement (12/02/76 to 31/03/76)**

*Description:* This class covers information relating to providing improved road or highway access to areas with resource development potential and improving the efficiency of the transportation system in northern British Columbia. *Topics:* Joint Committee; Prince George to Fort St. John; Kitwanga to Watson Lake; Terrace to Prince Rupert; individual project case files under the programs. *Special*

*Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northeast Coal and Related Developments Subsidiary Agreement (28/01/77 to 31/03/77 and 01/04/77 to 31/03/80)**

*Description:* This class covers information relating to the identification and evaluation of the economics of coal resources, transportation options, environmental protection requirements, financial implications, the labour force and training needs, and development in other sectors. *Topics:* Management Committee; coal resources; transportation; environmental studies; townsites/community development; manpower/human resources; economic and financial analyses; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northern Highways Subsidiary Agreement (01/04/76 to 31/03/79)**

*Description:* This class covers information relating to providing improved road or highway access to areas with resource development potential. *Topics:* Joint Committee; highway construction; bridge construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Industrial Development Subsidiary Agreement (08/07/77 to 31/03/82)**

*Description:* This class covers information relating to encouraging greater sectoral and spatial diversification of economic activity in the province of British Columbia. *Topics:* Industrial Development Committee; research; community industrial development; industrial assistance; public information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Agricultural and Rural Development Subsidiary Agreement (01/08/77 to 31/07/82)**

*Description:* This class covers information relating to the identification and utilization of projects related to agriculture and rural development; the expansion of employment in existing aspects of the agriculture and food-processing industry, and improving the ability of the existing industries to sustain growth. *Topics:* Management Committee; research, planning, training and market promotion; co-ordinated resource management; primary-resource development; support services and community development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Travel Industry Subsidiary Agreement (17/10/78 to 17/10/83)**

*Description:* This class covers information relating to planning for the use of new, or previously not utilized, initiatives; the creation of employment opportunities; contribution to the growth and development of the travel industry; generating, encouraging and increasing travel and vacation time within British Columbia and development of a long-term travel industry strategy. *Topics:* Management Committee; travel industry studies and planning; travel industry organization; travel industry upgrade; travel generators; skiing and related facilities; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Intensive Forest Management Subsidiary Agreement (17/05/79 to 31/03/84)**

*Description:* This class covers information relating to ensuring the long-term viability of the forest sector; strengthening the job-creating potential of the forest resource; increasing the wood yield from provincial forests and ensuring that the annual rate of harvest of this renewable resource is sustained and increased. *Topics:* Management Committee; reforestation; juvenile spacing; fertilization; forest

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protection; implementation contracts; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Ridley Island Road Access Subsidiary Agreement (26/11/80 to 31/03/82)**

*Description:* This class covers information relating to providing industrial road access to the planned bulk commodity port facility on Ridley Island, and facilitating economic development. *Topics:* Management Committee; access road and railway overpass construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Manitoba General Development Agreement**

The objective of this agreement is to increase income and employment opportunities throughout Manitoba, thereby increasing opportunities for people to live in the area of their choice with improved standards of living. It also aims to encourage socioeconomic development in the northern portion of Manitoba, thereby providing the people of the area with real options and opportunities to contribute to and participate in economic development, to continue their own way of life with enhanced pride and purpose, and to participate in the orderly utilization of natural resources.

### **Interim Northlands Subsidiary Agreement (05/06/74 to 31/03/76)**

*Description:* This class covers information relating to the formulation and negotiation of a long-term development strategy and the undertaking of certain programs and projects. *Topics:* Liaison Committee; human development and community services; resources and community economic development; transportation and implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Planning Subsidiary Agreement (11/03/75 to 31/03/77)**

*Description:* This class covers information relating to the studies for the identification and analysis of economic and socioeconomic development opportunities in Manitoba, and such planning as is required to develop strategies, programs and subsidiary agreements. *Topics:* Management Committee; fiscal year; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Mineral Exploration and Development Subsidiary Agreement (10/04/75 to 31/03/77)**

*Description:* This class covers information relating to effective management and assistance in maintaining an acceptable level of exploration activity in Manitoba. *Topics:* Management Committee; base metal exploration; uranium reconnaissance exploration; regional survey and evaluation; industrial minerals evaluation; Pigmatitic mineral exploration; mineral development analysis; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Manitoba Northlands Subsidiary Agreement (01/04/76 to 31/03/81)**

*Description:* This class covers information relating to the contribution and participation by area people to the development of northern Manitoba; the continuation of their own way of life; and the encouragement to the orderly utilization of the natural resources in harmony with resource conservation. *Topics:* Resource and community economic development; human development and community services; transportation and communication; co-ordination and pilot action research; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Industrial Development Subsidiary Agreement (01/04/75 to 31/03/83)**

*Description:* This class covers information relating to encouraging industrial activities; developing industries in which Manitoba has advantages; and supporting high-wage industries which provide stable long-term employment. *Topics:* Management Committee; industrial process; industrial assistance; industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Tourism Development Subsidiary Agreement (01/04/79 to 31/03/83)**

*Description:* This class covers information relating to strengthening and enhancing tourist destination areas and improving the productivity of the industry. *Topics:* Management Committee; destination areas; productivity measures; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Value-Added Crops Production Subsidiary Agreement (01/04/79 to 31/03/84)**

*Description:* This class covers information relating to expanding economic production of value-added crops; improving the efficiency of the red-meat industry; and expanding commercial services and processing of agricultural products. *Topics:* Implementation Committee; investigations and evaluation; special crop products; livestock products; related productivity measures; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (30/05/79 to 31/03/84)**

*Description:* This class covers information relating to improving the potential for economic and socioeconomic development in Manitoba by alleviating the constraints imposed on economic performance by recurrent water shortages and droughts. *Topics:* Management Group; drought proofing studies; water management investigations; water supply investigations; multiple-purpose water supply projects; sub-regional projects; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Winnipeg Core Area Subsidiary Agreement (04/09/81 to 31/03/86)**

*Description:* This class covers information related to providing employment opportunities; encouraging industrial, commercial and residential development; revitalizing the environment of the core area; and facilitating participation of Winnipeg core area residents in development opportunities. *Topics:* Policy Committee; Management Board; employment and affirmative action; housing; community improvement areas; community facilities; community services; Logan industrial development; north of Portage redevelopment; CN East Yard; renovation of the historic centre of Winnipeg, renovation of the areas surrounding some of the main arteries; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Manitoba — Miscellaneous Programs and Agreements**

These programs or agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country.

#### **Gimli Agreement (01/09/71 to 30/11/73)**

*Description:* This class covers information relating to assistance by



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the Government of Canada to the Government of Manitoba for the development of the former Canadian Forces Base Gimli into an industrial park, and the development of a major recreational complex in the Gimli area. *Topics:* Liaison Committee; marina complex; fishing village; trailer park; town enhancement cultural-historical attraction; lake front development; complementary facilities; project direction; Minerva Hall; park pavilion and storage; yacht club; picnic tables; library and interpretive centre; museum property; sign and advertising; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### Canada-New Brunswick General Development Agreement

The primary objective of this agreement is to reduce the gap in earned income per capita between that province and Canada as a whole. A further objective is that per capita incomes should be raised while minimizing net migration from the province. To meet these objectives, the development strategy is aimed at achieving a faster rate of growth in provincial output by raising productivity, increasing the number of viable employment opportunities, and encouraging the development of a skilled and versatile labour force.

#### Highways — 1974-75 Subsidiary Agreement (24/06/74 to 31/03/75)

*Description:* This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Campbellton — Dalhousie bypass; Bathurst bypass to Belledune; Shediac north — Route 11; Shediac to Moncton; Caraquet-Chatham Bridge and other segments of new highways; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Forestry Subsidiary Agreement (15/10/74 to 31/03/82)

*Description:* This class covers information relating to the mounting of a comprehensive, province-wide development program that would increase production of high-quality timber and expand the wood-processing industry. *Topics:* Management committee; forest management; resource utilization; manpower development; administration; pilot project; resource development and accelerated employment; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### King's Landing Historical Settlement Subsidiary Agreement (17/02/75 to 31/03/77)

*Description:* This class covers information relating to a program to finance the completion of King's Landing Historical Settlement in order to assist the province in attaining maximum economic and socioeconomic benefits from the tourism sector. *Topics:* Management Committee; completion of Historical Settlement; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Industrial Development Subsidiary Agreement (17/02/75 to 31/03/80)

*Description:* This class covers information relating to joint participation in measures designed to expand, diversify and strengthen the manufacturing and processing activity in the province. *Topics:* Management Committee; planning of industrial development; regional industrial development; assistance to manufacturing industry; provision of industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Saint John and Moncton Arterial Highways Subsidiary Agreement (17/02/75 to 31/03/81)

*Description:* This class covers information relating to the completion of work begun under earlier special areas agreements on arterial roads required to improve the transportation of goods and people within Saint John and Moncton. *Topics:* Management Committee; Saint John Thoroughway; Wheeler Boulevard and Shediac Highway; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Kent Region Pilot Project Subsidiary Agreement (17/02/75 to 31/03/81)

*Description:* This class covers information relating to a pilot project which would assist residents of the Kent Region in developing and implementing projects in fisheries, forestry, agriculture, resource based manufacturing, tourism and recreation in order to improve income and employment opportunities in the region. *Topics:* Management Committee; resource development and technical support; infrastructure; program administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Agricultural Development Subsidiary Agreement (17/02/75 to 31/03/78)

*Description:* This class covers information relating to joint participation in initiatives directed towards the attainment of maximum economic and socioeconomic benefits from the agriculture resources of the provinces. *Topics:* Management Committee; planning and development; development opportunities; entrepreneurial development; Implementation Support Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Miramichi Channel Study Subsidiary Agreement (17/02/75 to 31/03/75)

*Description:* This class covers information relating to the support of studies directed towards the determination of costs related to known benefits to be derived from the establishment and maintenance of a 26-foot navigation channel in the Miramichi River from Newcastle to the Gulf of St. Lawrence. *Topics:* Management Committee; Miramichi Channel Field Surveys; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Planning Subsidiary Agreement (01/04/75 to 31/03/82)

*Description:* This class covers information relating to the provision of funds to acquire external staff and services to undertake studies and carry out the activities required to identify and analyze economic and socioeconomic development needs and opportunities, and to develop and implement strategies, programs and subsidiary agreements. *Topics:* Management Committee; general development planning; research and studies; planning of physical development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Highways — 1975-76 Subsidiary Agreement (16/12/75 to 31/03/76)

*Description:* This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Moncton to Campbellton — Route 11; Plaster Rock — Renous Highway — Route 109; St. Léonard to St. Quentin — Route 17; Newcastle to Bathurst — Route 8; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.



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### **Tourism Development Subsidiary Agreement (16/02/75 to 31/03/80)**

*Description:* This class covers information relating to programs designed to encourage development of the New Brunswick tourism sector in order to accelerate and realize the maximum net economic benefit to provincial residents through increased output and improved productivity in the sector. *Topics:* Management Committee; Essential Resource Services Program; Infrastructure Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Highways — 1976-77 Subsidiary Agreement (24/06/76 to 31/03/77)**

*Description:* This class covers information relating to a program to finance to completion the construction of highway projects begun under previous highways subsidiary agreements and to finance the construction of additional highway projects. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Bathurst (Route 8); Rexton to Moncton (Route 11); Bathurst to Chatham (Coastal Route 11); St. Léonard to St. Quentin — (Route 17); Plaster Rock — Renous Highway (Route 109); individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Minerals and Fuels Development Subsidiary Agreement (24/06/76 to 31/03/82)**

*Description:* This class covers information relating to the measures directed towards the attainment of maximum economic and socioeconomic net benefits from the mineral resources of New Brunswick, while ensuring the maintenance of a high level of environmental quality. *Topics:* Management Committee; opportunities identification; opportunity development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Highways — 1977-81 Subsidiary Agreement (01/04/77 to 31/03/81)**

*Description:* This class covers information relating to community and area development through the provision of financial assistance for highway construction and the encouragement of development in the resource-based industry, secondary manufacturing and service industries. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Margarets (Route 11); Rexton to Shediac (Route 11); Coastal Route 11; Central Peninsula Access Roads (Route 360); carry-over projects; other northeast access roads (Routes 8 and 17); planning provision; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northeast New Brunswick Subsidiary Agreement (23/06/77 to 31/03/82)**

*Description:* This class covers information relating to increased application of programs which improve the utilization of human and physical resources and accelerate development. The programs are aimed at the creation of employment, earned income and economic activity. *Topics:* Management Committee; Industrial Development Program; Urban-Industrial Infrastructure Program; Resource Development Program; Human Resource Development Program; Special Housing Program; Management and Implementation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Development of Agriculture Resources Subsidiary Agreement (22/03/78 to 31/03/83)**

*Description:* This class covers information relating to the contribution of agriculture and related sectors to provincial output, earned income

and employment. *Topics:* Management Committee; human resource development; marketing and industry development; agricultural facilities; agricultural resource development; technology transfer implementation, evaluation and public information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Developing Regions Subsidiary Agreement (17/05/79 to 31/03/83)**

*Description:* This class covers information relating to the acceleration of economic and socioeconomic development through the application of federal-provincial programs which will improve the utilization of respective region's resources. *Topics:* Management Committee; resources and industrial development; municipal development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Pulp and Paper Subsidiary Agreement (27/08/80 to 31/03/84)**

*Description:* This class covers information relating to improving the viability and efficiency of the pulp and paper industry in New Brunswick. *Topics:* Management Committee; Pulp and Paper Modernization Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Saint John Market Square Development Subsidiary Agreement (14/10/80 to 31/03/83)**

*Description:* This class covers information relating to the revitalization of the downtown core area to the city of Saint John; the inducing of private entrepreneurs to make substantial new capital investments; and the increase in employment opportunities in the city of Saint John. *Topics:* Management Committee; Market Square Development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Forestry Development Subsidiary Agreement (13/03/81 to 31/03/84)**

*Description:* This class covers information relating to increasing the sustainable supply of time in the most economical efficient manner possible and increasing provincial income by developing identified income generating opportunities. *Topics:* Management Committee; Silviculture Treatment Program; Forest Management; Planning and Development Program; Private Woodlot Management Program; Harvesting and Transportation Program; Evaluation and Public Information Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Newfoundland General Development Agreement**

The objective of this agreement is to increase the number and quality of long-term employment opportunities in Newfoundland, and to improve access to those opportunities, while permitting people to enjoy improved living standards.

### **Highways — 1974-75 Subsidiary Agreement (28/05/74 to 31/03/75)**

*Description:* This class covers information relating to the highway investments required to improve the economic and socioeconomic development of Newfoundland. *Topics:* Management Committee; Burgeo Road; St. Lawrence to Lawn; Bay d'Espoir Highway; Northern Peninsula Highway; La Scie Road; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

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### **Fisheries Marine Services Centre Program Subsidiary Agreement (15/10/74 to 31/03/78)**

*Description:* This class covers information relating to the more extensive and effective use of multi-purpose boat technology. *Topics:* Management Committee; Marine Service Centre at Durrell; Marine Service Centre at Wesleyville; Marine Service Centre at Harbour Grace; Marine Service Centre at Bonavista; Marine Service Centre at Old Perlican; Isle aux Morts Project; Port Union Project; La Scie Project; Fogo Island Project; Southern Harbour, Placentia Bay; Englee Project; Mobile Barge Facility; L'Anse au Diable Project; Flowers Cove Project; Burgeo Project; St. Mary's Bay Project; Hermitage-Fortune Bay West Project; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Special Fish Plant Water System Subsidiary Agreement (23/05/75 to 31/03/78)**

*Description:* This class covers information relating to assistance given to ensure quality maintenance of fish products, and to improve fish plant processing capacity. *Topics:* Management Committee; water supply to fish plants: Port aux Basques, Burnt Islands, Hermitage, Southern Harbour, St. Brides, Admiral's Beach, Valleyfield, Bay Bulls, New Harbour; water supply to cannery and fish processing facilities — Little Bay Islands; water supply to canneries — Newstead/Comfort Cove; water supplies to fish handling facilities at various locations; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Ocean Research and Development Subsidiary Agreement (23/05/75 to 31/03/80)**

*Description:* This class covers information relating to stimulating the development of marine technology, to fostering the establishment of marine ice related industries, and to ensuring that the business community becomes involved in marine resource development. *Topics:* Management Committee; NORDCO Limited; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Highways 1975-76 Subsidiary Agreement (28/05/75 to 31/03/76)**

*Description:* This class covers information relating to providing access to identified and potential resource development opportunities, and reducing constraints on the realization of socioeconomic development opportunities by improvements to the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Northern Peninsula Highway; Bay d'Espoir Highway; Baie Verte — La Scie; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **St. John's Urban Region Subsidiary Agreement (23/07/75 to 31/03/80)**

*Description:* This class covers information relating to investments in the St. John's urban region to remove two major constraints to development, and thereby permit growth of the urban region. *Topics:* Management Committee; St. John's Urban Region Water Supply; St. John's Harbour Arterial; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Forestry Subsidiary Agreement (11/06/79 to 31/03/83)**

*Description:* This class covers information relating to opportunities for expanding and diversifying Newfoundland's forest industries through the undertaking of labour-intensive forestry activities which will improve resource management. *Topics:* Management Committee; acquisition of forest land; forest management; harvesting and utilization — research and development; access road construction; intensive forest inventories; protection of forest resource; forest

improvement; administration of the forest resource; site rehabilitation; stand improvement; cable logging (training); company projects; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Gros Morne Park Area Development Subsidiary Agreement (28/05/74 to 31/03/81)**

*Description:* This class covers information relating to the creation of new employment and income opportunities in the area through the development of the potential of the park and ensuring that local residents are able to take advantage of these opportunities. *Topics:* Management Committee; planning studies and development programs; community infrastructure; road construction; technical supervision and related expenses; evaluation/impact studies; individual project case files under the programs. *Special Access Note:* Portions or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Highways 1976-81 Subsidiary Agreement (22/05/76 to 31/03/81)**

*Description:* This class covers information relating to providing access to identified and potential resource development opportunities, and the reduction of constraints on the realization of socioeconomic development opportunities by improvements to the elements of the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Bay d'Espoir Highway; Baie Verte — La Scie Road; Northern Peninsula Highway; Harbour Breton Highway; program evaluation; Baie Verte Area Roads; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Planning Subsidiary Agreement (22/06/76 to 31/03/82)**

*Description:* This class covers information relating to federal financial contributions to assist Newfoundland in obtaining external professional resources and provincial staff to enable both governments to plan and implement joint development initiatives more effectively. *Topics:* Management Committee; external staff and services; provincial staff; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Inshore Fisheries Development Subsidiary Agreement (22/06/76 to 31/03/81)**

*Description:* Information on projects aimed at increasing the profits of inshore fishermen in Newfoundland, the number of jobs and the productivity in the fish processing industry. *Topics:* Management Committee; improvement of the plants in Sainte-Barbe-Nord; supplying water to fish factories; Maritime service centres for inshore fishing; evaluation of programs and studies on planning and development; individual project case files on these programs. *Special Access Note:* Portions, or all of the documents in this category can now be found in the regional offices of DRIE.

### **Labrador Interim Subsidiary Agreement (03/12/75 to 31/03/81)**

*Description:* This class covers information relating to the assistance to the municipality of Happy Valley-Goose Bay to maintain its socioeconomic viability following the substantial reduction of U.S. Military operations at Goose Bay Airport. *Topics:* Management Committee; Wabush Industrial Park; North West River Bridge; Happy Valley-Goose Bay Economic Development Corporation; student dormitory at Happy Valley Vocational School; auxiliary sewage collection system and out fall facility; street improvement in the town of Happy Valley; Town of Happy Valley Neighbourhood Improvement Program; program evaluation; capital projects; investigation; public information; project management; individual project case files under the programs. *Special Access Note:* Portions,



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or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Mineral Development Subsidiary Agreement (17/12/76 to 31/12/81)**

*Description:* This class covers information relating to the development of Newfoundland's mineral resources by upgrading geoscientific data, providing a comprehensive inventory of known deposits, and developing policies for mineral resource management. *Topics:* Management Committee; regional mineral potential evaluation; mineral development strategies; mineral resource management; program evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Tourism Development Subsidiary Agreement (22/02/78 to 31/03/81)**

*Description:* This class covers information relating to promoting the expansion and development of the tourism industry and increasing the net benefits from tourism by extending the length of the tourist season, increasing tourism-related employment, and increasing tourism spending. *Topics:* Management Committee; marketing; attractions; package tourism development; Tourist Service Program; accommodation; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Agriculture Development Subsidiary Agreement (14/07/78 to 31/03/83)**

*Description:* This class covers information relating to supporting the growth of a viable agriculture industry through increased production, and improvements in the management and technical capabilities of farmers; and improved marketing systems, effective land development and modern agricultural support services. *Topics:* Management Committee; farm development; development opportunities; blueberry industry development; marketing; land-use planning; land development; agricultural facilities; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Rural Development Subsidiary Agreement (14/07/78 to 31/03/81)**

*Description:* This class covers information relating to the strengthening and revitalizing of the rural sector of the province. *Topics:* Management Committee; community development; rural incentives; crafts industry development; program evaluations and information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Industrial Development Subsidiary Agreement (11/06/79 to 31/03/84)**

*Description:* This class covers information relating to the development of employment opportunities; the development, expansion and increased efficiency of enterprises originating in the region; the acceleration of the industrial development process in the province; the costs in terms of the structure of the community associated with the development of industrial and commercial enterprises. *Topics:* Management Committee; Country Road Industrial Park; Country Road Industrial Park Access Road; Stephenville Industrial Access Road; program evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Stephenville Mill Conversion and Reactivation Subsidiary Agreement (11/06/79 to 31/03/81)**

*Description:* This class covers information relating to the participation in the conversion and reactivation of the former Labrador Linerboard Limited manufacturing facility to facilitate socioeconomic

development and to improve the standard of living in the Stephenville area. *Topics:* Management Committee; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Forestry 1981-86 Subsidiary Agreement**

*Description:* This class covers information relating to maintaining and increasing the contribution of the forestry sector to the provincial and national economies, and promoting the increased utilization of forest resources. *Topics:* Management Committee; silviculture; forestry access roads; forest protection; forest resource inventory and planning; forest industries development; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Pulp and Paper Mill Modernization Subsidiary Agreement (01/06/81 to 31/03/85)**

*Description:* This class covers information relating to improving the viability, efficiency and competitiveness of the Newfoundland pulp and paper industry. *Topics:* Management Committee; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Coastal Labrador Subsidiary Agreement (29/05/81 to 31/03/87)**

*Description:* This class covers information relating to improving the quality of life in coastal communities; increasing access to employment and enabling residents to participate in, and benefit from, the long term development of the region. *Topics:* Management Committee; transportation services; community infrastructure; human resource development; investigation, evaluation and information; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

## **Canada-Nova Scotia General Development Agreement**

The objectives of this agreement are to encourage the expansion of viable, long-term employment opportunities, to promote optimum quality of life within Nova Scotia and increased earned incomes for its people; and to assist in the development of a dynamic and creative provincial economy which will encourage the growth and stability of economic activity in the province.

### **Mineral Development Subsidiary Agreement (17/02/75 to 31/03/80)**

*Description:* This class covers information relating to a program of mineral development planning, evaluation and surveying. *Topics:* Management Committee; resource development planning; mineral resource inventory; mineral evaluation survey; geological-geochemical survey; laboratory services; program management and administration; coal resource inventory and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Interim Cape Breton County Development Subsidiary Agreement (07/01/77 to 31/03/78)**

*Description:* This class covers information relating to planning and promoting the accelerated economic and socioeconomic development of industrial Cape Breton. *Topics:* Management Committee; New Point Aconi Road; roads — Highway 4; roads — Sydney Mines; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Sydney Steel Corporation (SYSCO) Assistance Program Subsidiary Agreement (23/12/77 to 31/03/79)**

*Description:* This class covers information relating to the capital works program for SYSCO to maintain employment levels, and for



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conducting a business planning and studies program to examine SYSCO, the steel industry and employment opportunities in Cape Breton. *Topics:* Management Committee; capital works; business and planning studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Metropolitan Halifax — Dartmouth Area Development (31/03/75 to 31/03/82)**

*Description:* This class covers information relating to ensuring desirable development of downtown areas of the two cities, continued development of the harbour, and increased industrial development. *Topics:* Management Committee; Halifax — Dartmouth Waterfront Development; the Gateway; the Port; industrial development; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Strait of Canso Area Development Subsidiary Agreement (31/03/75 to 31/03/82)**

*Description:* This class covers information relating to stimulating the development of a major industrial concentration at the Strait of Canso. *Topics:* Management Committee; Strait of Canso Industrial Development Authority; integrated regional planning; community and industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Agriculture Development Subsidiary Agreement (22/06/76 to 31/03/81)**

*Description:* This class covers information relating to improving the viability and stability of the agriculture industry; maintaining existing, and creating new, employment opportunities; and expanding the output and productivity and underexploited components of the agriculture industry. *Topics:* Management Committee; land development; high-energy and protein feed; livestock development; horticulture; special development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Industrial Development Subsidiary Agreement (22/06/76 to 31/03/81)**

*Description:* This class covers information relating to supporting the development of new employment opportunities, encouraging the development, expansion and efficiency of indigenous enterprises, and increasing the variety of employment opportunities available. *Topics:* Management Committee; opportunity, identification, analysis and promotion; industrial parks and related infrastructure; industrial infrastructure; public information and evaluations; SYSCO capital repair; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Planning Subsidiary Agreement (22/06/76 to 31/03/82)**

*Description:* This class covers information relating to studies and planning undertaken to identify and analyze economic and socioeconomic opportunities, and developing strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; physical and resource planning; research and studies to investigate development; opportunities; general development planning; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Forestry Subsidiary Agreement (28/06/77 to 31/03/82)**

*Description:* This class covers information relating to maintaining existing employment, based mainly on the softwood species, and increasing employment opportunities and incomes in timber harvesting based on the hardwood species. *Topics:* Management

Committee; forest management; forest industry development; support services; education, public information and evaluation; wood salvage-storage and ancillary forest management; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Tourism Development Subsidiary Agreement (28/06/77 to 31/03/82)**

*Description:* This class covers information relating to creating employment opportunities and increasing incomes by further developing the tourism industry in Nova Scotia. *Topics:* Management Committee; tourism development — general; tourism development — destination areas; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Energy Conservation Subsidiary Agreement (04/07/78 to 31/03/83)**

*Description:* This class covers information relating to minimizing the effects on employment and income bases resulting from increases in energy prices; creating employment and income opportunities; developing plans and programs for the Nova Scotia energy system; and enhancing employment opportunities while stimulating the development of a new development industry. *Topics:* Management Committee; energy system planning; energy opportunities; load management; industrial retrofitting; co-generation and new soft technology; pilot projects; testing service; public information; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Halifax Panamax Dry Dock Subsidiary Agreement (01/04/80 to 31/03/85)**

*Description:* This class covers information relating to providing important organizational framework to the port of Halifax; maintaining and supporting the development of new employment opportunities in the shipbuilding and ship repair sector of the provincial economy; and increasing the ability of the port of Halifax to attract new marine services. *Topics:* Management Committee; construction of Panamax Dry Dock; dock mooring and servicing facilities; ancillary equipment for ship repair and metal fabrication; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement (07/06/80 to 31/03/88)**

*Description:* This class covers information relating to enabling the company to employ the equivalent of an additional 1,850 persons; inducing the company to make new capital investment of approximately \$400 million. *Topics:* Management Committee; expansion and establishment of Michelin facilities; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Pulp and Paper Modernization Subsidiary Agreement (23/05/81 to 31/03/84)**

*Description:* This class covers information relating to improving the viability and efficiency of the pulp and paper industry in Nova Scotia and encouraging the adoption of improved environmental protection measures by the industry. *Topics:* Management Committee; evaluation; individual case files on incentives to corporations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Modernization of Facilities at the Sydney Steel Corporation (01/04/81 to 31/03/84)**

*Description:* This class covers information relating to securing basic operations, reducing operating costs, and improving productivity at Sydney, Nova Scotia. *Topics:* Management Committee; evaluation;

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coke ovens; blast furnaces; open hearths; rolling mills; environment controls; services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Ocean Industry Development Subsidiary Agreement (24/07/81 to 24/07/86)**

*Description:* This class covers information relating to encouraging the growth of medium to high technology ocean manufacturing and services industries; and providing support for applied research and technology transfer. *Topics:* Liaison Committee; sub-committees; federal program; provincial program; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Northwest Territories General Development Agreement**

The objective of this agreement is to develop a comprehensive and co-ordinated strategy for socioeconomic expansion and diversification in the Northwest Territories, with emphasis on activities which will make ongoing contributions to residents of the Northwest Territories; to provide the opportunity for people of the Northwest Territories to assume an active role in the identification of development projects, so that a balance is achieved between wage-employment activities and those that support the traditional native economy; to establish a systematic approach towards providing people of Indian and Inuit ancestry with the opportunity to choose between a life based on traditional pursuits or on the wage economy, or a combination of the two; to provide necessary support for related social programs and physical development.

### **Interim Community Economic Development Subsidiary Agreement (14/04/79 to 31/03/81)**

*Description:* This class covers information relating to assisting individuals and communities to participate in community affairs and development opportunities, and assisting in the assessment, planning and development of resource-based and other opportunities for economic development. *Topics:* Management Committee; tourism; renewable resources; job rotations; community-based planning; economic development planning; economic development strategy; administration and review; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Ontario General Development Agreement**

The functions of this agreement are to improve opportunities for productive employment and access to those opportunities, and to sustain existing employment opportunities in those areas and sectors of Ontario which, relative to other areas and sectors of the province, are in need of special measures in order to realize their development potential; to encourage socioeconomic development in those areas of the province requiring special initiatives to permit the residents to contribute to and participate in the benefits of economic development; and to reinforce policies and priorities of the province for regional development within Ontario insofar as they pertain to the areas and sectors of the province identified above.

### **Cornwall Area Subsidiary Agreement (26/02/74 to 31/03/77)**

*Description:* This class covers information relating to the creation of a long-term expansion in employment and income opportunities in the Cornwall area, and improving the rate of the area's growth. *Topics:* Management Committee; Eastern Industrial Park; canal lands development; West End Single Industry Site; tourist and recreation area; individual project case files under the programs. *Special Access*

*Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northwestern Ontario Subsidiary Agreement (23/05/74 to 31/03/79)**

*Description:* This class covers information relating to increasing the number and range of viable employment opportunities available in Northwestern Ontario. *Topics:* Management Committee; community infrastructure; Road Construction Program; Study Program; Kenora Area Infrastructure; individual project case files under the Programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Dryden Development Infrastructure Subsidiary Agreement (24/03/75 to 31/03/77)**

*Description:* This class covers information relating to the improvement in community services required to enable the town of Dryden to support new population growth and to perform its role as a focal point and service centre for economic development in the Patricia Region. *Topics:* Management Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Interim Northlands Subsidiary Agreement (07/07/75 to 31/08/77)**

*Description:* This class covers information relating to reinforcing social and economic elements supportive of economic activity, and contributing directly to an improvement in the quality of life in all of Northern Ontario. *Topics:* Management Committee; life skills; teaching homemaker skills; recreation area; Identification of Manpower Adjustment Study; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northeastern Ontario Subsidiary Agreement (25/03/76 to 31/03/82)**

*Description:* This class covers information relating to projects directed towards reinforcing the policies and priorities of the province, and provision of financial assistance for approved projects aimed at alleviating restrictions to the economic and social development of key population centres. *Topics:* Management Committee; Sudbury Area; Parry Sound Area; Timmins Area; North Bay Area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Single-Industry Resources Communities Subsidiary Agreement (18/10/76 to 31/03/81)**

*Description:* This class covers information relating to broadening the economic base of communities; creating alternative employment opportunities; improving the living environment; strengthening the urban structure and encouraging and sustaining long-term resource developments. *Topics:* Management Committee; Kimberly-Clark Area; White River; Hornespayne Town Centre; Long Lake No. 77 Community Infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Community and Rural Resource Development Subsidiary Agreement (07/12/77 to 31/03/83)**

*Description:* This class covers information relating to strengthening the community structure of rural areas; improving the opportunities for long-term employment; and strengthening and diversifying the economic base of the rural areas by encouraging the development of alternative secondary industry. *Topics:* Management Committee; Upper Ottawa Valley; New Forests in Eastern Ontario; Kirkland Lake Area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.



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### **Forest Management Subsidiary Agreement (08/12/78 to 30/09/83)**

*Description:* This class covers information relating to participation in measures to improve forest management, accelerated reforestation and private sector employment. *Topics:* Management Committee; forest access roads; silviculture camps; nursery expansion; soil survey; assessments; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Pulp and Paper Industry Facilities Improvement Subsidiary Agreement (15/05/79 to 31/03/84)**

*Description:* This class covers information relating to programs of incentives for the pulp and paper industry in Ontario, and promotion of policies which are supportive of good forest management, pollution abatement, and modernization. *Topics:* Management Committee; Pulp and Paper Mill Pollution-Abatement Program; Pulp and Paper Mill Modernization Program; Consulting and Professional Services Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Eastern Ontario Subsidiary Agreement (20/12/79 to 31/03/84)**

*Description:* This class covers information relating to joint participation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcommittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northern Rural Development Subsidiary Agreement (02/03/81 to 31/08/84)**

*Description:* This class covers information relating to joint participation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcommittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Québec General Development Agreement**

The objective of this agreement is to improve opportunities for productive employment and consolidate employment in the traditional sectors; improve the standard of living, reinforce industrial and urban structure and promote the optimum development of the various regions; promote increased participation by the people of Québec in their own development in relation to the various regions of Canada.

### **Auxiliary Agreement — The Financing of the 1974-78 SIDBEC Expansion Plan (15/03/74 to 31/03/78)**

*Description:* This class covers information relating to the increase by the company of its production capacity; the rationalization of its production methods; the diversification of its products; Canada and Québec financial support in the form of grants. *Topics:* Development Committee; raw material; Contrecoeur; Montréal; other plants; administration services; executive offices; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Transport Development (15/09/74 to 31/03/84)**

*Description:* This class covers information relating to the establishment of various road, railway, maritime and air transport infrastructures in order to connect regions with strong growth potential, and to increase the level of industrial and commercial exchanges. *Topics:* Development Committee; Management Committee; Highway 30 from Boucherville to Tracy; Route 138 between Sept Îles and Port-Cartier; Highway 10, 51 and 55 Sherbrooke-Drummondville; Highway 40 between Berthier and Pointe-de-Lac; Port Cartier Rail-Ferry; Routes 132 and 199; Highway 55 between Trois-Rivières and Shawinigan; Restoration of Route 117; Highway 70 between Alma and La Baie; Rapid Liaison between Montréal-Mirabel (A13 and A50); individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Industrial Infrastructures (26/03/75 to 31/03/84)**

*Description:* This class covers information relating to industrial development by providing the community facilities and services required to encourage and facilitate the establishment of new enterprises in various regions of the province. *Topics:* Management Committee; Development Committee; industrial parks; fishery parks; punctual interventions; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Forest Development (26/03/75 to 31/03/84)**

*Description:* This class covers information relating to the construction and improvement of forest access roads; intensive forestry development to maximize output per acre; the rationalization of timber allotment and the improved utilization of available timber; the improvement of competitive position of all parts of the forestry sector. *Topics:* Management Committee, Development Committee, access roads, silviculture and reforestation; studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Setting Up a Bleached Kraft Pulp Mill at St. Félicien (21/04/76 to 31/03/80)**

*Description:* This class covers information relating to the financing of the work program to enable Donohue St-Félicien Inc. to establish a bleached Kraft pulp mill at St-Félicien. *Topics:* Management Committee; Development Committee; St-Félicien Mill; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Agricultural Development (29/03/76 to 31/03/82)**

*Description:* This class covers information relating to the land reclamation on the Montréal Plain; land-use adjustment in the regions of eastern Québec, Saguenay-Lac-Saint-Jean, Chibougamau and Abitibi-Témiscamingue, as well as the gradual application of this program to other regions of the Province of Québec. *Topics:* Management Committee; Development Committee; land-use adjustment; reclamation of soils; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Mineral Development (29/03/76 to 31/03/81)**

*Description:* This class covers information relating to the activities to be carried out to encourage mineral development in Québec by financing a program to promote mineral and petroleum exploitation, access to resources, mineral research and the rational exploitation of resources. *Topics:* Management Committee; Development Committee; access to mineral resources; geoscientific studies —



## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

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mines; geoscientific studies — petroleum; valorization and development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Industrial Studies**

**(29/03/76 to 31/03/77)**

*Description:* This class covers information relating to obtaining outside personnel and services essential for the completion of studies providing elements for developing or implementing policies, programs or projects relevant to the industrial sector of Québec. *Topics:* Management Committee; Development Committee; industrial studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Industrial and Commercial Park (PICA)**

#### **Mirabel Airport**

**(18/06/76 to 31/03/82)**

*Description:* This class covers information relating to the establishment of and industrial airport complex integrating the whole range of activities of a modern airport and the various means of transportation converging on it. *Topics:* Development Committee; waste waters evacuation; physical development; Mirabel downtown; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Water Treatment Facilities for the Montréal Area**

**(30/03/78 to 31/03/82)**

*Description:* This class covers information relating to the supply of drinking water to the population of Montréal; future utilization of Rivière-des-Prairies, the Rivière des Mille-Iles and Lac Saint Louis for recreational purposes, and sewage treatment dumped into the river upstream of the Sainte-Thérèse Island. *Topics:* Management Committee; Development Committee; Phase I, Phase II; individual project case files under programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Tourism Development**

**(06/04/78 to 31/03/83)**

*Description:* This class covers information to measure increases in the number of visitors to the province; further development of Québec's cultural and historical heritage; development of the wide range of attractions and diversity of its regions; and the setting up of organizational frameworks appropriate to the regions. *Topics:* Management Committee; Development Committee; tourism promotion; tourism parks; punctual projects; restoration of Place Royale; restoration of mills; modernization of museums; tourist stopovers; new open-air centres; development of holiday camps; congress centres; ski centres; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Public Infrastructure**

**(16/05/78 to 30/09/82)**

*Description:* This class covers information relating to financial assistance to municipalities to enable them to pay for the public organizational framework essential to the execution of major industrial projects. *Topics:* Management Committee; Development Committee; Alma; La Baie; Saint-Félicien; Saint-Joseph-de-Beauce; Trois-Rivières; Gaspé; St-Henri de Lévis; Sainte-Marie-de-Beauce; Gagnon; Hauterive; Havre-Saint; Val-D'or; Grande-Rivière; Dolbeau; Pierre; Port-Cartier; Sacré-Coeur; Sept-Iles; Schefferville; Jonquière; Cacouna; Parent; Sainte-Agathe-des-Monts; Havre-Saint-Pierre; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — The Modernization of the Pulp and Paper Industry**

**(15/05/79 to 31/03/84)**

*Description:* This class covers information relating to the restoration of the competitive position of Québec's pulp and paper industry on the international market by encouraging it to invest in modernization, by reducing manufacturing costs by rationalizing processing activities, and by diversifying production by the installation of equipment for protecting the environment and conserving energy. *Topics:* Management Committee; Advisory Committee on Grants; budgetary increase; Sub-Committee on the Content of Canada and Québec; report on grants following the agreement; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement — Establishment of Newsprint Mill at Amos**

**(24/07/80 to 31/03/83)**

*Description:* This class covers information relating to the establishment of a newsprint mill at Amos by Donohue-Normick Inc., and assistance to municipal corporations for setting up the required housing facilities. *Topics:* Management Committee; Development Committee; newsprint mill; housing facilities; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Auxiliary Agreement on the Société Inter-Port de Québec 1981-84**

**(03/07/81 to 31/03/84)**

*Description:* This class covers information relating to the financial contribution of Canada and Québec to the administration of the Société, and the financial contribution of Inter-Port to the acquisition and development of industrial land and the establishment of industrial projects. *Topics:* Management Committee; Development Committee; assessment; Inter-Port management; acquisition and development of industrial land; industrial projects; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

## **Canada-Saskatchewan General Development Agreement**

The objective of this agreement is to increase the aggregate economic growth of the provincial economy in order to increase employment opportunities; encourage balanced growth between rural and urban centres and help ensure a continuing, vibrant, dynamic society; to preserve and enhance the value of the province's natural resources and optimize the value added from the processing and manufacturing of these resources; to diversify the province's economic base to reduce its dependency on primary production and thereby help stabilize the provincial economy; to increase the number, range and type of employment opportunities within the province in order to more effectively utilize the human resources of Saskatchewan; and to increase the opportunities for people in northern Saskatchewan to participate in the social, cultural and economic life of the province.

### **Iron, Steel and Other Related Metal Industries Subsidiary Agreement**

**(04/07/74 to 31/03/79)**

*Description:* This class covers information relating to enhancing the viability of the existing iron and steel industry, and expanding and diversifying iron and steel production in Saskatchewan. *Topics:* Steel Implementation Committee; Steel Development Group; iron ore exploration; related studies and administration costs; direct and reduction plant; development and expansion of steel facilities; foundries and related metal industries; infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Mineral Exploration and Development in Northern Saskatchewan Subsidiary Agreement**

**(21/06/74 to 31/03/78)**

*Description:* This class covers information relating to accelerating

## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

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economic development, creating new job opportunities and increasing investment opportunities by encouraging utilization of the province's mineral resources. *Topics:* Management Committee; regional mineral resource planning; La Ronge-Wollaston Base Metal Exploration, Iron Ore Exploration; uranium exploration; industrial minerals exploration; reconnaissance geoscience surveys; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Interim Saskatchewan Northlands Subsidiary Agreement (01/04/74 to 31/03/77)**

*Description:* This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; and encouraging the development of natural resources and providing the local residents with an opportunity to continue their own way of life. *Topics:* Management Group; human development and community services; resources and community economic development; transportation and communications; implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Planning Subsidiary Agreement (01/04/74 to 31/03/77)**

*Description:* This class covers information relating to studies for the identification and analysis of economic and socioeconomic development opportunities, and the development of strategies, programs and subsidiary agreements. *Topics:* Management Committee; Studies — 1974-75 fiscal year; Studies — 1975-76 fiscal year; Studies — 1976-77 fiscal year; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Qu'Appelle Valley Subsidiary Agreement (01/04/74 to 31/03/84)**

*Description:* This class covers information relating to increasing the long-term productivity of the recreation and tourism resource base; increasing the benefits from utilization of this resource base and improving the management of the land and water resources of the Qu'Appelle Valley. *Topics:* Management Board; environmental improvement and management; tourism and recreation development; implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Expand Facilities Used by Canadian Western Agribition and Mexabition Subsidiary Agreement (23/06/77 to 31/03/79)**

*Description:* This class covers information relating to the diversification of western agricultural production into livestock; the insurance that the western Agribition continues to grow; and improvement of Regina's capability to host trade shows and demonstrations. *Topics:* Management Committee; construction, conversion and major improvements; individual projects case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Interim Mineral Development Subsidiary Agreement (01/04/78 to 31/03/80)**

*Description:* This class covers information relating to the evaluation of areas of the province identified in the 1974-78 program as requiring more work; and undertaking basic geoscientific activities and new projects related to the mineral industry and northern development. *Topics:* Management Committee; mineral resource planning; geoscience surveys; Peat Resource Study; metallogenic studies; and resource evaluation; underwater scintillometry; report compilation and printing; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Northlands Subsidiary Agreement (01/04/78 to 31/03/83)**

*Description:* This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development while encouraging the development of natural resources, and providing the northern residents with an opportunity to continue their own way of life. *Topics:* Management Board; economic and resource development; human development; transportation and communication development; implementation, program review and assessment; public information and consultation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Forest Development Subsidiary Agreement (17/05/79 to 31/03/82)**

*Description:* This class covers information relating to the long-term development of the forest industry; the identification of industrial opportunities in forestry; the conduct of market and feasibility analyses; the application of known technology to existing or new industrial applications; the upgrading of forest management and silvicultural practices; the planning for development of commercial forest areas; the improvement of the cost competitiveness of the industry, and increasing total utilization of the forest resource. *Topics:* Management Board; opportunity identification and technological advancement; forest management and silvicultural practices; forest harvesting logistics and productivity improvement; implementation, evaluation and public information; individual projects case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Productivity Enhancement and Technological Transfer in Agriculture Subsidiary Agreement (17/05/79 to 31/03/82)**

*Description:* This class covers information relating to the broadening and diversifying of the agriculture base of the province; transferring of technology from applied research to farm production; improving the efficiency of production and conversion of crops; and increasing the level of value-added processing of crops and meats. *Topics:* Management Board; crop diversification and technology transfer; productivity improvement; program development, public information and evaluation; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Interim Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (01/04/79 to 31/03/82)**

*Description:* This class covers information relating to improving the effectiveness of future water-management activities, providing analysis of the availability of and requirements for water; undertaking the construction of water supply and delivery schemes; and reviewing and improving existing flood forecasting, warning and emergency activity programs. *Topics:* Management Group; water management activities; water supply; flood-damage reduction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Planning 1979-84 Subsidiary Agreement (01/04/79 to 31/03/84)**

*Description:* This class covers information relating to the undertaking of studies for the identification and analysis of economic and socioeconomic development opportunities and the development of strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; economic opportunity studies; urban social adjustment studies; community planning and mapping studies; core redevelopment studies; individual project case files under the programs. *Special Access Note:* Portions,



## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

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or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Canada-Yukon Territory General Development Agreement**

The objective of this agreement is to develop a comprehensive and co-ordinated strategy for socioeconomic expansion in the Yukon, to provide the opportunity for Yukon people to participate fully in determining their own priorities, and to assume an active role in the planning and implementation of development projects; to establish a rational and systematic program of development which will ensure the viability of the Yukon economy; and to put into effect socioeconomic development programs which will promote greater certainty and permanence in the Yukon economy, and to develop measures aimed at improving the position of native people and other disadvantaged groups in the Yukon economy.

#### **Renewable Resource Development Subsidiary Agreement (04/04/79 to 31/03/82)**

*Description:* This class covers information relating to ensuring the orderly development of Yukon resources and the participation by residents in the advantages of economic and employment opportunities associated with this development. *Topics:* Management Committee; renewable resource information and analysis; tourism and recreation facilities; resource development corporations; monitoring and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Interim Tourism Development Subsidiary Agreement (14/02/80 to 31/03/82)**

*Description:* This class covers information relating to diversification and stabilization of the Yukon economy through increased emphasis on the present tourism industry and the creation of additional employment opportunities and increased income from the further development of the tourism industry. *Topics:* Management Committee; tourism development; research and planning; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

### **Fund For Rural Economic Development Program (FRED)**

This comprehensive rural development program consists of several development projects designed to promote the social and economic development of a special rural development area and to increase income and employment opportunities and raise living standards in the area, and to make provision for participation by residents of the area in the carrying out of the program.

#### **Prince Edward Island Comprehensive Development Plan (07/03/69 to 31/03/84)**

*Description:* This class covers information relating to the creation of conditions in which the people of Prince Edward Island can develop their own economic enterprises, raise per capita income and local equity, and create jobs while maintaining the unique island environment. *Topics:* Evaluation; Joint Federal-Provincial Advisory Board; management group; agriculture; land use planning; surveying, mapping and land titles; soil and water; tourism and recreation; voluntary institution support services; forestry; fisheries; primary and secondary education; post-secondary education; adult education and vocational training; housing; transportation; urban services and development; resources highways; collector highway; conversion of single-phase power transmission; industrial waste disposal and water supply; manufacturing and processing; market development and short term credit; supply of power; administrative development; government staff development and training; public education, counselling and

community involvement; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Mactaquac, New Brunswick, Development Plan 1966-1976**

*Description:* This class covers information relating to the development of recreational facilities and forestry by attracting private capital and assisting in vocational and technical training; and the development of a service and resource centre on the north bank of the Saint John River. *Topics:* Federal-Provincial Committee; provincial government schools; counselling; land bank; resource management; recreation; townsite development-Nackawick; industrial site development administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Northeast New Brunswick Development Plan 1966-1976**

*Description:* This class covers information relating to the creation of new productive jobs in industries such as forestry, fisheries, mining and tourism, and the provision of assistance for social adjustment through improvements in educational facilities and training programs, housing, municipal and industrial organizational frameworks, and transportation facilities and services. *Topics:* Federal-Provincial Committee; manpower skill training; general counselling; Land Use Adjustment; housing; farm land improvement; fisheries development; transportation; recreation; employment opportunities; industrial development services; employment development activities; industrial infrastructure; education; urbanization; social adjustment services; land ration, consolidation and development; administration, evaluation and public information; ongoing programs; programs under the original agreement; land use; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Development Plan for the Region of the Lower St. Lawrence, Gaspé and the Magdalen Islands**

*Description:* This class covers information relating to the modernization of the basic traditional sectors; agriculture, fishing and forestry; the creation of new dynamic activities to absorb the manpower freed by the modernization of traditional sectors; the placing of infrastructure and a coherent institutional framework adapted to the requirements of a concrete policy for regional development. *Topics:* Development Committee; land rearrangement; improvement of agricultural administration; production development; secondary rationalization; forestry rearrangement; purchases of seignior and concession rights; forestry restoration and reforestation; development of fishing centres; fishing development; co-ordination group; mine access roads; mining exploration; tourist stations and halting-places; reception structures; salmon rivers, tourist and cultural development, development of regional trade, industrial parks; artisans; organization of urban structures; urban infrastructure; housing aid; tourist road system; regional road system; ferry boards; transport study; rehabilitation and valorization; urban incitement; health equipment and social services; performance structure; consultation; evaluation and programming; civil servant training. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### **Manitoba Interlake Development Plan (16/05/67 to 31/03/77)**

*Description:* This class covers information relating to the improvement of education facilities, providing adjustment programs for agriculture and fisheries and development of some of the infrastructure of the area. *Topics:* Area Development Boards; education; manpower; agriculture; fisheries; roads; recreation; industrial park (Selkirk); evaluation; water control; farm water services; land clearing and adjustment; Interlake veterinary clinics; training; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.



## DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

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### Special Areas Agreements Program

The program acts as an indirect inducement to draw industry to existing and potential regional growth centres by providing the infrastructure requirement to make these centres more attractive locations.

#### Newfoundland Special Areas and Special Highways Agreement

*Description:* This class covers information relating to the provision of infrastructures and social adjustments in designated slow-growth areas of the province of Newfoundland. *Topics:* Liaison Committee; St. John's; Come-by-Chance; Burin; Grand Falls — Gander; Stephenville; Corner Brook; Hawke's Bay — Port au Choix; Happy Valley; roads outside special areas; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class or records can now be found in the Regional Offices of DRIE.

#### Nova Scotia Special Areas and Special Highways Agreement

*Description:* This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Nova Scotia. *Topics:* Liaison Committee; Strait of Canso; Halifax — Dartmouth; highways; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### New Brunswick Special Areas Agreement (03/04/70 to 31/12/76) and Special Highways Agreement (01/04/71 to 31/03/75)

*Description:* This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of New Brunswick. *Topics:* Liaison Committee; Moncton; Saint John; highways; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Agreement with the Province of Québec Regarding Special Areas

*Description:* This class covers information relating to agreements conceived in order to carry out the programs of social recovery and the placing of infrastructures in designated slow-growth areas of Québec. *Topics:* Liaison Committee; Development Committee; Saint-Scholastique — New International Airport of Montreal area; Saguenay — Lake St. John; Québec City; Trois-Rivières; Sept-Iles — Port Cartier; individual project files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Manitoba Special Areas Agreement

*Description:* This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Manitoba. *Topics:* Liaison Committee; The Pas; street construction; sewer and water; fire protection; schools; public buildings; roads; housing; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Saskatchewan Special Areas Agreement

*Description:* This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Saskatchewan. *Topics:* Liaison Committee; Meadow Lake; individual project files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

#### Alberta Special Areas Agreement

*Description:* This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Alberta. *Topics:* Liaison Committee; Lesser Slave Lake; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

# **RESTRICTIVE TRADE PRACTICES COMMISSION**

## **Chapter 83**

# RESTRICTIVE TRADE PRACTICES COMMISSION

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RESTRICTIVE TRADE PRACTICES COMMISSION

(RTP)

CHAIRMAN

COMMISSIONER

(COM)

005 General Enquiries on All Products  
and Services (Section 47)

010 Enquiries under Part IV.1 of the  
Act (Court of Record)

ACCESS TO INFORMATION  
CO-ORDINATOR  
RESTRICTIVE TRADE PRACTICES  
COMMISSION  
359 KENT STREET, 3RD FLOOR  
P.O. BOX 336  
POSTAL STATION A  
OTTAWA, ONTARIO  
K1N 8V3



# RESTRICTIVE TRADE PRACTICES COMMISSION

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## Background

The Restrictive Trade Practices Commission (RTPC) is one of the two entities established by the *Combines Investigation Act* to carry on the federal government's anti-combines work, the other being the Director of Investigation and Research, Department of Consumer and Corporate Affairs. With the exception of certain functions under the *Shipping Conferences Exemption Act*, all the present functions of the Commission are specified in the *Combines Investigation Act*.

## Overall Responsibilities

As an administrative tribunal, the Commission's function is to appraise and report on statements of evidence related to enquiries which may be transmitted to it by the Director of Investigation and Research. Part IV.1 of the *Combines Investigation Act* conferred a quasi-judicial function upon the Restrictive Trade Practices Commission and, for the purposes of that part, made it a Court of Record.

## Access Procedures

Formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Restrictive Trade Practices Commission  
359 Kent Street, 3rd Floor  
P.O. Box 336  
Postal Station A  
Ottawa, Ontario  
K1N 8V3  
Telephone: (613) 992-0274

## Secretariat

The Commission acts as a fact-finding and reporting body, and as a Court of Record under the *Combines Investigation Act* (investigation of combines, monopolies, trusts and mergers). The Commission considers evidence submitted to it by the Director of Investigation and Research (see Bureau of Competition Policy, Consumer and Corporate Affairs Canada) and holds hearings where both sides present their arguments. The Commission then reviews and appraises the evidence and material submitted, recommends remedies, and reports to the Minister of Consumer and Corporate Affairs Canada. As a Court of Record, the Commission may issue orders of an appropriate nature.

## Manuals

- RTPC Rules and Regulations — describes practices and procedure in proceedings under Part IV.1

## Classes of Records

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RTP/COM-005 *Formerly Identified as:* RTPC-10

### General Enquiries on All Products and Services (Section 47)

*Description:* Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

RTP/COM-010 *Formerly Identified as:* RTPC-20

### Enquiries under Part IV.1 of the Act (Court of Record)

*Description:* Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

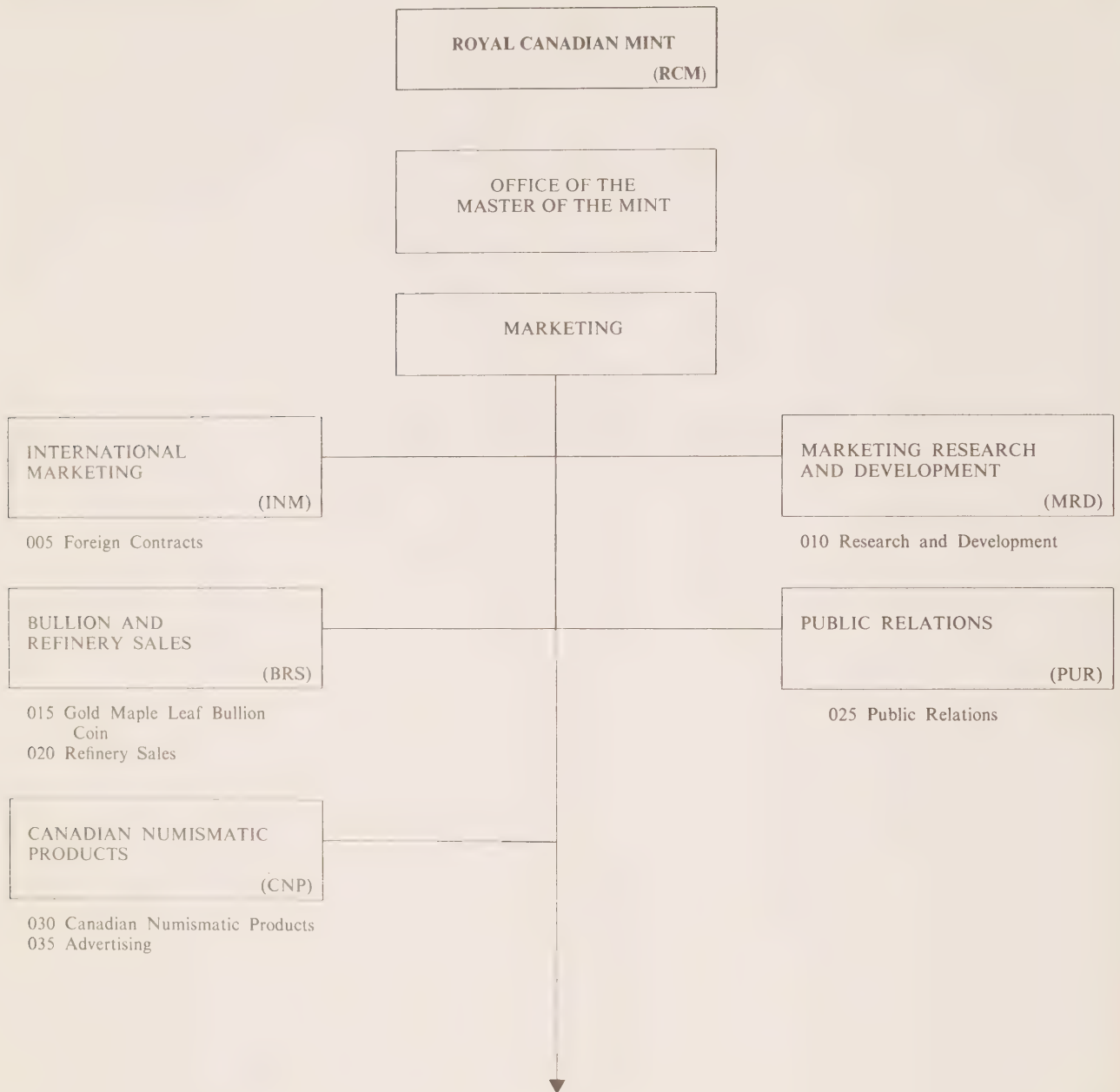


# **ROYAL CANADIAN MINT**

## **Chapter 84**



# ROYAL CANADIAN MINT



# ROYAL CANADIAN MINT

## MANUFACTURING

### MANUFACTURING DIVISION

(MAD)

040 Minting  
045 Metals and Alloys

### COINS AND MEDALS

(CAM)

050 Coins  
055 Medals, Medallions and  
Other Devices

### ENGINEERING SERVICES

(ENS)

060 Technical Engineering

### ENGRAVING

(ENG)

065 Design Engraving

### MATERIAL MANAGEMENT

(MAM)

070 Procurement  
075 Mint Office  
080 Vault and Shipping  
085 Canadian Circulating Coin  
090 Worn and Mutilated Coin

### QUALITY ASSURANCE AND ASSAY

(QAA)

095 Quality Assurance  
100 Assay

### REFINERY

(REF)

105 Refinery Services

### TECHNICAL SERVICES

(TES)

110 Technical Services

ACCESS TO INFORMATION  
CO-ORDINATOR  
PERSONNEL AND INDUSTRIAL  
RELATIONS SECTION  
ROYAL CANADIAN MINT  
355 RIVER ROAD, 6TH FLOOR  
VANIER TOWERS, TOWER B  
VANIER, ONTARIO  
K1A 0G8

# ROYAL CANADIAN MINT

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## Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown corporation. Its head office is in Vanier, Ontario; its three plants are located in Ottawa Hull, and Winnipeg.

## Overall Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coin currency in Canada. It also competes in the international circulation and numismatic coin markets against other national or private mints to produce coins of countries other than Canada, and operates a refinery to melt, assay and refine gold, silver and other metals. Over the years, the Mint has won a significant number of international contracts.

The Mint's activities include the production of blanks, coins, metals, medallions, tokens and dies. It maintains a staff competent in the various minting processes, so that it can treat precious metals and produce any coin size, in most shapes and finishes, including proof, brilliant, uncirculated or circulated. The Mint is known throughout the industry for its advanced technology and high standards of quality, and has been commended by the numismatic community for its craftsmanship and the quality of its commemorative and numismatic coins.

## Organization

The Mint operates in much the same way as a private company. The principal officer of the Mint is the Master (president and chief executive officer); executive control is vested in the board of directors. The Master is also a member of the board of directors. The Royal Canadian Mint reports to the government through the Minister of Supply and Services.

The Master is supported by a vice president for each of the three divisions: Administration and Finance, Marketing, and Manufacturing. The Marketing Division comprises four units: International Marketing, Bullion and Refinery Sales, Public Relations, and Numismatic Products. The Manufacturing Division also consists of four units: Engineering, Engraving, and the plants in Ottawa and Winnipeg. The two plants also operate Technical Services, Quality Assurance, and Production sections; in addition, the Ottawa plant operates the Material Management section and the Refinery.

## General Information

Any current information on the Royal Canadian Mint can be obtained by contacting

Public Relations Section  
Royal Canadian Mint  
355 River Road, 5th Floor  
Vanier Towers, Tower B  
Vanier Ontario  
K1A 0G8  
Telephone: (613) 993-0310 or 993-2239

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Personnel and Industrial Relations Section  
Royal Canadian Mint  
355 River Road, 6th Floor  
Vanier Towers, Tower B  
Vanier Ontario  
K1A 0G8  
Telephone: (613) 993-1249

## Marketing

This division is responsible for planning, organizing and directing sales of Mint products and services in both domestic and foreign markets. It develops sales strategies and marketing activities, prepares sales forecasts and is responsible for obtaining the necessary contracts to keep the Manufacturing Division working at full capacity.

### Manuals

- Corporate Policies Manual — gives commercial policies and guidelines on procedures covering agreements with sales agents and preparations of quotations for production contracts
- Detailed Product Specifications — provides specifications of each product

## International Marketing

This unit contacts foreign countries in an effort to produce contracts for the manufacture of their domestic coin and numismatic products.

## Marketing Research and Development

This unit develops new product and service opportunities and new markets for medals, tokens, and trade dollars for the Mint.

## Bullion and Refinery Sales

This unit plans, organizes, directs and controls the marketing activities of the Bullion and Refinery Sales.

### Manuals

- Ontario Mineral Policy Background Paper No. 12 (general viewing)

## Public Relations

This unit plans, organizes and directs the Mint's public information program. It informs the public on policies and programs of the Mint; supervises press relations nationally and internationally; and is responsible for the compilation, editing, and publishing of the Royal Canadian Mint Annual Report.

## Canadian Numismatic Products

This unit plans, organizes and directs all Canadian numismatic programs and sales by developing short and long range objectives. It develops and recommends marketing policies for Mint products, and assists in the national and international promotion of Canadian numismatic programs; has direct worldwide liaison with coin distributing agents and dealers; and co-ordinates the coin design program for each new Canadian numismatic coin. This division is also responsible for the advertising campaigns for the Canadian numismatic programs.



## Manufacturing

### Manufacturing Division

This division produces Canadian circulation coinage, and Canadian numismatic coins for sale to collectors. Foreign circulation and numismatic coins are also produced, as well as medals and trade dollars, all under a competitive bidding process. In addition the Ottawa plant operates the Mint's refinery, which refines precious metal for mines, jewellers, banks and other institutions, both Canadian and foreign.

### Coins and Medals

This unit manufactures all coins, medals, tokens, trade dollars, and blanks produced by the Mint for Canada and, by contract, for foreign countries. It also produces some of the metal alloys used in minting such as bronze, cupronickel, tombac, and 500 fine silver.

### Engineering Services

This unit provides advice on equipment; maintains liaison with the Department of Public Works and outside contractors on repairs and alterations to buildings; proposes plans, specifications and drawings for equipment fabrication, installation and layout; designs toolings required in manufacturing; and provides product specifications.

### Manuals

- Quotation Specifications — provides details to quote on domestic and foreign contracts
- Detailed Product Specifications — provides specifications for all coins and medals

### Engraving

This unit provides the designs, models, casts, and reductions used for punch production, and related photographic and display work. Models of effigies, coats of arms and other designs are rendered in plasticine from the original drawings. Punches and dies are engraved with the utmost care for precision and detail to ensure the artistic quality of the final product.

### Manuals

- Operating instructions for various reducing machines — provides instructions for ratio extraction

### Material Management

This section has responsibilities in many areas:

- receiving weighing and recording shipments of rough gold and silver bullion from mines and prospectors and jewellery from jewellers and manufacturers; calculating, on the basis of the assay result, the amount of fine gold and silver in these shipments, and recording data; and co-ordinating gold transactions and shipping the fine product.
- assembling, packaging and shipping numismatic products to distributing agents and dealers, and to customers who have ordered through the mail to the Numismatic Orders Processing section.
- receiving weighing, and recording shipments of precious metal blanks; controlling the quantities of processed coins and inventories of coins.
- ordering, receiving, weighing, and recording both raw and manufactured material as well as packaging material purchased by the Mint for production purposes.
- the receipt, control, and issue of finished Canadian circulating coins; for the preparation of shipments of coin to the principal cities

in each province on instructions from the Bank of Canada; for the receipt and payment of worn and mutilated coin returned by the Bank of Canada.

### Quality Assurance and Assay

Quality Assurance maintains quality standards and performance of equipment; ensures that all incoming materials meet standards and specifications; inspects all work in-progress and finished articles to control the quality of the products of the Mint; performs metallurgical investigation in the heat treating of different metals.

Assay performs assays of: bullion scrap jewellery and fine gold; fine and standard silver and alloyed coins; coinage bars; refinery sweep; commercial gold and silver under the *Precious Metals Marketing Act*; and suspect counterfeit coins. The analytical laboratory performs chemical and metallurgical analyses and assists various departments with problems of an analytical nature; electroplates gold or silver on medals, etc; prepares and standardizes gold or silver trial plates; and processes control work in production of coins.

### Refinery

This unit refines newly mined gold bullion received from Canadian mines. Subsidiary functions are to refine jewellery scrap, placer deposits, fused metals and worn coin received from the Bank of Canada and silver bearing materials received from various sources. The materials recovered from the precipitator are sold as sweep. Also forming part of the sweep are all pots, crucibles, etc., which are crushed into dust.

### Technical Services

This unit is responsible for all maintenance, repairs, and installation of new and existing equipment as well as building-related repairs and services. It is also responsible for the manufacture of coining dies, collars, and tooling.

## Classes of Records

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RCM/INM-005 *Formerly Identified as:* RCM-10

### Foreign Contracts (Revised)

*Description:* Information on the procurement and fulfillment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products. *Topics:* Commemorative and domestic coins; special coin programs; medals and medallions; tokens; jewellery; trade dollars.

RCM/MRD-010 *Formerly Identified as:* RCM-20

### Research and Development (Revised)

*Description:* Research reports on present and future markets for Mint products and services. *Topics:* Coins; medals; tokens; trade dollars; studies; reports; surveys.

RCM/BRS-015 *Formerly Identified as:* RCM-30

### Gold Maple Leaf Bullion Coin

*Description:* Information on the manufacture of the Gold Maple Leaf bullion coin and the promotion of this special program. *Topics:* Advertising marketing production; retailing; sales.

RCM/BRS-020 *Formerly Identified as:* NO REFERENCE

### Refinery Sales (New)

*Description:* Information on negotiations with Canadian and foreign mines and precious metals dealers of contracts for the refining services of the Royal Canadian Mint. *Topics:* Gold and silver bullion; gold bars; granulated gold and silver.

## ROYAL CANADIAN MINT

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RCM/PUR-025 *Formerly Identified as:* RCM-40

### **Public Relations**

*Description:* Information on the administration of public affairs and relations, and publicity both nationally and internationally; research data on countries cities and events for public relations activities.

*Topics:* Exhibits; fairs; films and slides; photographs; portable displays; postcards; press conferences; press releases; launches; annual report; reports and surveys.

RCM/CNP-030 *Formerly Identified as:* RCM-50

### **Canadian Numismatic Products**

*Description:* Information on the design, production, marketing, and distribution of Canadian numismatic products and transactions between the Mint and its distributing agents and dealers. *Topics:* Canadian and foreign distributing agents and dealers; contract cost comparisons; requirement forecasts sales records; correspondence with Canadian artists; coin designs; coin design committees.

RCM/CNP-035 *Formerly Identified as:* NO REFERENCE

### **Advertising (New)**

*Description:* Newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian numismatic coin programs worldwide. *Topics:* Advertisements; cost comparisons; budget; brochures; posters; counter cards.

RCM/MAD-040 *Formerly Identified as:* RCM-60

### **Minting (Revised)**

*Description:* Information on minting operations, new processes and machinery, studies and surveys patent rights and registrations. *Topics:* Patent rights and licenses; permission to use copyright material; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys.

RCM/MAD-045 *Formerly Identified as:* RCM-100

### **Metals and Alloys**

*Description:* Information on the use of metals, precious metals, and alloys in Mint production.

RCM/CAM-050 *Formerly Identified as:* RCM-80

### **Coins (Revised)**

*Description:* Information on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins. *Topics:* Melting; rolling; blanking; rimming; annealing; striking; examining; telling.

RCM/CAM-055 *Formerly Identified as:* RCM-90

### **Medals, Medallions, and Other Devices**

*Description:* Information on cutting, striking, and processing of medals, medallions and other devices such as tokens, trade dollars, jewellery, and blanks to the required diameter, alloy and weight for domestic and foreign clients.

RCM/ENS-060 *Formerly Identified as:* RCM-110

### **Technical Engineering**

*Description:* Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings.

RCM/ENG-065 *Formerly Identified as:* RCM-120

### **Design Engraving**

*Description:* Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc. *Topics:* Badges coins; dies; drawings; equipment; medals; metrication; symbols.

RCM/MAM-070 *Formerly Identified as:* RCM-160  
**Procurement (Revised)**

*Description:* Information on the ordering, receiving, and control of raw and manufactured materials and supplies machinery, metals and precious metals, blanks and packaging materials, all of which are used in the manufacturing process of Mint products. *Topics:* Gold, silver, other metals such as copper nickel, bronze; packaging requirements; purchase orders; suppliers.

RCM/MAM-075 *Formerly Identified as:* NO REFERENCE  
**Mint Office (New)**

*Description:* Information on the procedures for receiving and processing precious metal bullion; co-ordinating gold transactions between the Mint and mines, jewellers and manufacturers. *Topics:* Gold and silver bullion receiving; fine gold and silver storage; shipping of fine products.

RCM/MAM-080 *Formerly Identified as:* RCM-160  
**Vault and Shipping (Revised)**

*Description:* Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products.

RCM/MAM-085 *Formerly Identified as:* NO REFERENCE  
**Canadian Circulating Coin (New)**

*Description:* Control and issue of Canadian circulating coin to banks on instruction from the Bank of Canada.

RCM/MAM-090 *Formerly Identified as:* RCM-80  
**Worn and Mutilated Coin (Revised)**

*Description:* Shipments received from banks of fused and mutilated coin; submissions to refinery for melting.

RCM/QAA-095 *Formerly Identified as:* RCM-140  
**Quality Assurance (Revised)**

*Description:* Information concerning quality standards of Mint products; metals stress testing testing quality of production supplies and materials. *Topics:* Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling.

RCM/QAA-100 *Formerly Identified as:* RCM-140  
**Assay (Revised)**

*Description:* Information on the testing of bullion, jewellery, refined gold and silver to determine the quality of precious metals present; analyses of chemicals and metals.

RCM/REF-105 *Formerly Identified as:* RCM-170  
**Refinery Services (Revised)**

*Description:* Information concerning the receipt weighing, and refining of precious metal bullion scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps.

RCM/TES-110 *Formerly Identified as:* RCM-110  
**Technical Services (Revised)**

*Description:* Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes. *Topics:* Trades such as carpentry blacksmithing, electricity, plumbing, tool and die making.

## **Deleted Classes of Records**

The following classes of records have been deleted because the information has been transferred to other classes of records.

RCM-70 Production

RCM-130 Technical Services Methods

RCM-150 Production Materials and Products

# **ROYAL CANADIAN MOUNTED POLICE**

## **Chapter 85**



# ROYAL CANADIAN MOUNTED POLICE

## ROYAL CANADIAN MOUNTED POLICE

(CMP)

### COMMISSIONER

(COM)

005 Planning and Evaluation  
010 Division Staff Relations Program (DSRR)

### AUDIT BRANCH

(AUD)

020 Management Audit  
021 Operational Audit Unit  
025 Public Service Audit

### CRIMINAL INVESTIGATIONS HQ OTTAWA — "C" DIRECTORATE

(CID)

040 Law Enforcement Support  
045 Commercial Crime  
050 Customs and Excise  
055 Drug Enforcement  
060 Immigration and Passport  
065 Operational Policy and Planning Branch  
070 Native Policing  
075 National Crime Intelligence  
080 Interpol  
085 Federal Policing  
090 Contract Policing

### AIR DIRECTORATE

(AIR)

100 Air Services and Aircraft  
Maintenance

### FOREIGN SERVICES DIRECTORATE

(FSD)

015 Foreign Services

### PUBLIC RELATIONS BRANCH

(PRB)

030 Public Relations  
035 Executive Office

### CRIMINAL INTELLIGENCE SERVICE CANADA

(CIS)

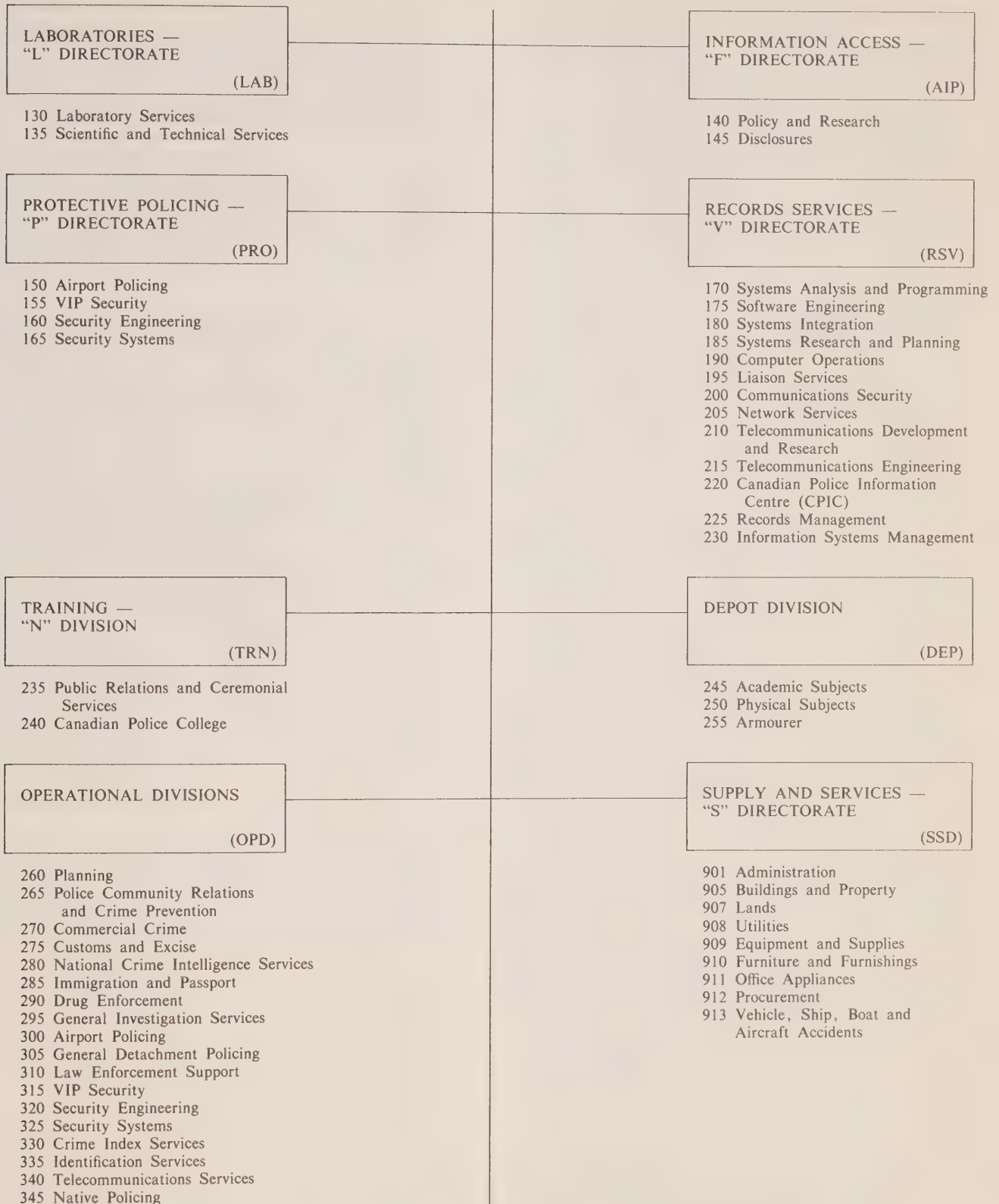
095 Criminal Intelligence Services  
Canada

### IDENTIFICATION — "I" DIRECTORATE

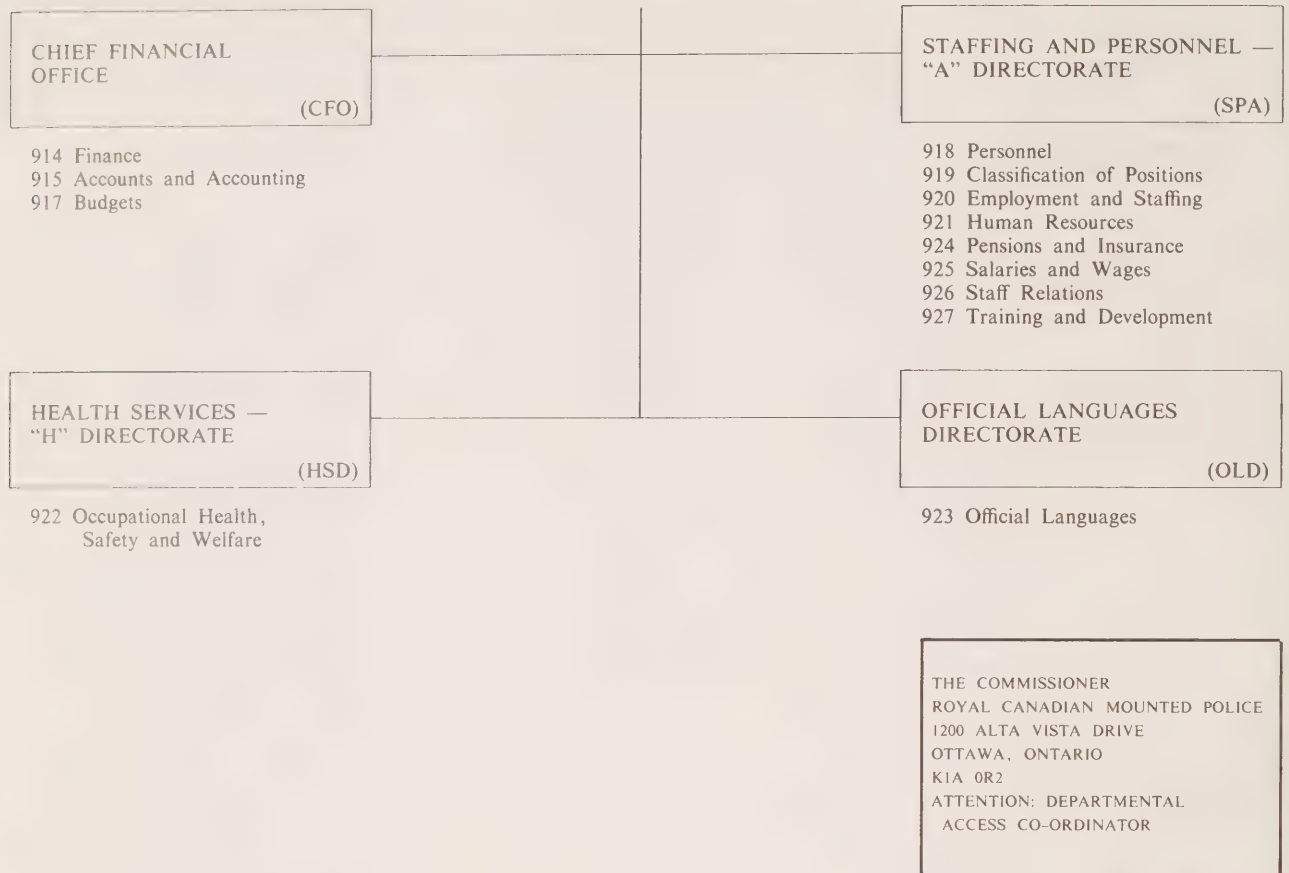
(IDD)

105 Identification of Criminals  
110 Firearms Registration  
115 Lost or Stolen Property —  
Wanted or Missing Persons  
120 Fraudulent Cheques and Securities  
125 Photography and Audio-Visual Aids

# ROYAL CANADIAN MOUNTED POLICE



# ROYAL CANADIAN MOUNTED POLICE





# ROYAL CANADIAN MOUNTED POLICE

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## Background

The Royal Canadian Mounted Police (RCMP) was originally formed in 1873, under an Act of Parliament. In accordance with the present *RCMP Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of the provincial governments. The RCMP has contract agreements with the two territories and all provinces (except Ontario and Québec) to enforce criminal, territorial and provincial laws pursuant to Section 20 of the *RCMP Act*.

## Organization

Headquarters of the RCMP is in Ottawa. The Royal Canadian Mounted Police consists of 16 divisions. Each division is managed by a commanding officer. There are 13 operational divisions divided into 48 sub-divisions and 709 detachments located in all provinces and the territories. These divisions are alphabetically designated, with the headquarters for each located in its respective provincial or territorial capital, except for "A" which is in Ottawa and "C" which is in Montréal. Under the Commissioner, functional direction is provided by three deputy commissioners in charge of Administration, Criminal Operations and Canadian Police Services respectively.

Specialized support is offered to the 13 operational divisions by air, marine and laboratory services. The remaining three divisions are "HQ" and "N", located at Ottawa and Rockcliffe, Ontario, respectively and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. "N" Division comprises the Canadian Police College, the Musical Ride and the Band. HQ (Ottawa) consists of the Commissioner's office and secretariat, directorate policy and co-ordinating centres, and specialized support services such as the forensic laboratory, the Canadian Police Information Center, and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

## Major Publications

### Informal Access to Manuals

Informal access to examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police will be provided by the Ministry of the Solicitor General, 340 Laurier Avenue West, Ottawa, and the Divisional Headquarters located at the following points:

306 Charter Avenue  
Pleasantville, Newfoundland

3139 Oxford Street  
Halifax, Nova Scotia

Woodstock Road  
Fredericton, New Brunswick

450 University Avenue  
Charlottetown, Prince Edward Island

4225 Dorchester Boulevard  
Montréal, Québec

225 Jarvis Street  
Toronto, Ontario

1091 Portage Avenue  
Winnipeg, Manitoba

6101 Dewdney Avenue  
Regina, Saskatchewan

1140 - 109th Street  
Edmonton, Alberta

5255 Heather Street  
Vancouver, British Columbia

4100 - 4th Avenue  
Whitehorse, Yukon Territory

Bag 5010, 49th Avenue  
Yellowknife, Northwest Territories

### Basic Manuals

- Administration Manual
- Operational Manual

### Subsidiary Manuals

- Air Services
- Financial Management
- Marine Services
- Material Management
- Officers
- Personnel Administration Manual - Public Service
- Planning
- Property Management
- Records Management
- Staffing Personnel
- Telecommunications and EDP Manual
- Transport Management
- Uniform and Dress
- Firearms Training
- Laboratory Services
- Identification Investigators' Manual
- National Firearms
- Tactical Operations

In addition to the basic and subsidiary manual list, the RCMP uses other manuals which are specific to particular areas of law enforcement.

## General Information

Individuals wishing to make general enquiries on the RCMP, when access to actual records is not required, may do so by contacting:

Royal Canadian Mounted Police  
Public Relations Branch  
1200 Alta Vista Drive  
Ottawa, Ontario  
K1A 0R2

## Access Procedures

All record access requests under the *Access to Information Act* are processed centrally and should be addressed to

# ROYAL CANADIAN MOUNTED POLICE

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The Commissioner  
Royal Canadian Mounted Police  
1200 Alta Vista Drive  
Ottawa, Ontario  
K1A 0R2  
Attention: Departmental Access Co-ordinator  
Telephone: (613) 993-7984

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized. For this reason, persons submitting access requests must indicate the geographic location they want searched.

## Foreign Services Directorate

This directorate supports the Force's activities abroad by promoting co-operation with police agencies in contributing to the reduction in international crime, terrorism, drug trafficking, commercial crime, organized crime, illegal transfer of technology and other criminal activity.

## Audit Branch

This branch is responsible to the Commissioner for developing and directing, within Force policy, comprehensive internal audits of divisions, directorates and independent headquarters branches.

### Manuals

- Audit Branch Handbook

## Public Relations Branch

The branch is responsible for making the general public and media personnel more fully aware of the positive role of the RCMP and for encouraging co-operation and understanding between the general public, the media and the RCMP.

## Criminal Investigations HQ Ottawa — “C” Directorate

This directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement and the general operational activities of the Force both in the field divisions and in the various responsibility centres of the directorate.

### Manuals

- Currency Reference Manual
- Undercover Manual
- PIRS Reference Manual
- OSR System User Reference Manual

## Criminal Intelligence Service Canada (CISC)

The purpose of CISC is to provide facilities to ensure the exchange of criminal intelligence between enforcement units, intelligence units and the CISC provincial bureaus, where the “intelligence process” of collection, evaluation, collation, analysis, re-evaluation and dissemination can be made to effectively combat the spread of organized crime in Canada.

### Manuals

- CISC Reference Manual

## Air Directorate

This directorate is responsible for the provision of advice on all air services matters, the formulation of air services policies, procedures and regulations and the acquisition, repair and overhaul of all RCMP aircraft.

### Manuals

- RCMP Air Maintenance Manual
- Air Services Manual

## Identification — “I” Directorate

This directorate is responsible for the planning, direction, development of policy, and general supervision of RCMP operations related to Identification Services.

### Manuals

- Criminal Record Procedures Manual
- Identification Services Manual
- Identification Investigators' Manual
- National Firearms Manual

## Laboratories — “L” Directorate

This directorate is responsible for the planning, direction and development of policy, and general supervision of Force capabilities related to laboratory services.

### Manuals

- Laboratory Services Manual
- Methodology Manual
- Methodology and Training Guides as Applied to Forensic Science
- Science Gas and Liquid Chromatography Manuals
- Infrared and Ultraviolet Spectrophotometry
- National Firearms Manual

## Information Access — “F” Directorate

This directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation; the development and application of policies and procedures to satisfy legislative requirements; and for responding to all requests for information received under the provisions of new or existing legislation.

## Protective Policing — “P” Directorate

This directorate is responsible for planning, developing, co-ordinating and directing the policies and activities of the protective policing functions of the RCMP.

## Records Services — “V” Directorate

This directorate is responsible for designing and implementing Force-wide systems of electronic data processing (EDP) and telecommunication services. The nation-wide services are provided to the RCMP and other accredited law enforcement agencies.

It is also responsible for planning and directing RCMP policies and programs for record keeping, publications, paperwork, micrographics, information systems and the RCMP identity program.

### Manuals

- Canadian Police Information Centre (CPIC) Reference Manual
- Communications Security Handbook
- Records Management Manual

## Training — “N” Division

This division is responsible for planning, organizing, staffing, directing and controlling the facilities, resources and operations of the Canadian Police College and providing public relations and ceremonial services for the Force in Canada and abroad.

# ROYAL CANADIAN MOUNTED POLICE

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## Manuals

- Equitation Handbook
- Course Training Standards — for all courses offered at the College

## Depot Division

This division is responsible for providing basic training to new recruits to prepare them for their future duties and responsibilities in the RCMP.

## Manuals

- Course Training Standards
- Cavalry Drill Manual

## Operational Divisions

The Operational Divisions are responsible for the detection, suppression and prevention of crime within established geographical boundaries. They provide provincial and in some areas, municipal policing services under contractual arrangements, except for the provinces of Québec and Ontario, where the RCMP mainly enforces federal statutes.

## Manuals

- Planning
- Audit Manuals
- EDP Manuals
- Currency Reference Manual
- RCMP Laboratory Services Manual
- Automated Information Customs Services Manual
- EDP Systems Manuals
- Passport Examination Manual
- Undercover Manual
- National Firearms Manual
- Records Management Manual
- CPIC Manual
- Laboratory Service Manual
- Identification Investigator's Manual
- Telecommunications Handbook
- Telecommunications and EDP Manual

## Supply and Services — “S” Directorate

The directorate is responsible for directing the planning, development, implementation and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services and internal energy conservation.

## Chief Financial Office

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems and direction of financial policies.

The classes of records which describe the records maintained by these directorate policy and co-ordinating centres are shown under Standard Classes of Records at the end of the chapter.

## Staffing and Personnel — “A” Directorate

The directorate is responsible for planning and directing the policies and programs of the RCMP related to the organization and management of its human resources.

## Health Services — “H” Directorate

This directorate is responsible for planning, organizing and directing the policies and programs of the Force on medical and dental treatment, occupational health and safety and environmental health, developing pre-engagement medical standards for applications and initiating and co-ordinating research projects in physical fitness and psychological testing.

## Official Languages Directorate

Official Languages is responsible for the implementation and co-ordination of a unified program, within the Force, for compliance with the *Official Languages Act* and related policy directives.

## Classes of Records

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CMP/COM-005 *Formerly Identified as:* RCMP-10

### Planning and Evaluation

*Description:* Information on the planning and organization of the RCMP, strategic policy planning and objectives, analytical studies and assistance to the Commissioner and senior executive committee in setting RCMP priorities. *Topics:* Demographic studies; criminal trends; deployment of human resources; co-operation with other government departments and other police departments; provincial and municipal policing contracts; federal role task force projects; assistance, monitoring and assessment of division and directorate requirements; examination of policies, objectives and priorities of various RCMP programs; recommendations to the Commissioner and senior executive committee on all aspects of the RCMP's programs; evaluation of RCMP programs. *Retrievability:* Files are arranged by subject or project and may be held at HQ or regionally. *Storage Media:* Paper, microfiche, automated.

CMP/COM-010 *Formerly Identified as:* RCMP-20

### Division Staff Relations Program (DSRR)

*Description:* Information on the planning, development and co-ordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of divisional staff relations representatives; policies and formation of DSRR programs; DSRR and commanding officer conferences. *Retrievability:* Files are arranged by program, project, activities and committee, and may be held at HQ or regionally.

CMP/FSD-015 *Formerly Identified as:* RCMP-30

### Foreign Services (Revised)

*Description:* Information on international crime and the criminal aspects of terrorism. *Topics:* Co-operation with other police forces, government departments and foreign agencies; official visitors to Canada; official hospitality policy and administration; liaison officer's conferences; training and assistance to foreign police forces; country assessment reviews. *Retrievability:* Files are arranged by subject, department agency and country, and are held at HQ or regionally.

CMP/AUD-020 *Formerly Identified as:* RCMP-50

### Management Audit

*Description:* Information on the review and appraisal of the effectiveness of the entire activities of the Force and the management controls designed to guide and regulate these activities. *Topics:* Review of mission statements and Force objectives; review of managerial and operational information; assessment of resources; specific management research and associated recommendations; compliance with existing policy; effective communication; morale and career satisfaction; control and safeguarding of valuables and exhibits; review of problem areas; appraisal of existing management.



# ROYAL CANADIAN MOUNTED POLICE

CMP/AUD-021 *Formerly Identified as:* RCMP-60

## Operational Audit Unit

*Description:* Information on auditing all aspects of Security Service operational undertakings with a view to determining that those operations are legal within the mandate of the Security Service, consistent with Force policy, ethically and morally acceptable, as well as efficient and effective. *Topics:* Interview reports; interview plans; audit reports containing findings and recommendations; and audit summary reports containing recommendations, Security Service response and Audit Committee comment.

CMP/AUD-025 *Formerly Identified as:* RCMP-70

## Public Service Audit

*Description:* Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; publishing of audit reports; collection, disclosure and use of personal information; public access to audit reports; equal opportunities for women, native peoples and the disabled; occupational health and safety; contingency planning and handling of strikes.

CMP/PRB-030 *Formerly Identified as:* RCMP-80

## Public Relations

*Description:* Information on the distribution of information on the Force to the public and media concerning current or historical matters; publication of the RCMP Quarterly and Gazette and the handling of displays on safety or crime prevention. *Topics:* Liaison and public relations; exhibitions; visits and tours; RCMP Quarterly and Gazette; graphic arts; museums, relics and curios; presentations to and by the Force; appreciation, condolences and greetings; ceremonies and celebrations; addresses and speeches; historical and contemporary photographs. Information under this class may include personal information which must be accessed under the *Privacy Act*. *Retrievability:* Files are arranged by subject, name of individual, company or project.

CMP/PRB-035 *Formerly Identified as:* RCMP-90

## Executive Office

*Description:* Information on executive assistance provided to the Commissioner and senior executive committee and liaison with the Solicitor General's office. *Topics:* Minutes of senior executive committee meetings and ministerial meetings; executive travel itinerary of Solicitor General's staff and the RCMP Commissioner; Solicitor General's correspondence; questions by Members of House of Commons; visits and tours. *Retrievability:* Files are arranged by subject, project and travel log.

CMP/CID-040 *Formerly Identified as:* RCMP-100

## Law Enforcement Support

*Description:* Includes information on technical and electronic support of criminal investigations through equipment and expertise in the field of audio surveillance and on the polygraph and voice identification programs. *Topics:* Interceptions under Part IV.1 of the Criminal Code; human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph, audio and video analysis case files. *Retrievability:* Files are arranged by activity, program, project or organization. Files may be held either at HQ or regionally.

CMP/CID-045 *Formerly Identified as:* RCMP-110

## Commercial Crime

*Description:* Includes information on the planning, development and co-ordination of the law enforcement programs for commercial crime involving bankruptcy, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and

international scale. *Topics:* Enforcement of *Bankruptcy Act*, *Copyright Act*, *Canada Elections Act*, *Bank Act*, *Tax Rebate Discounting Act* and other federal statutes; frauds, forgeries, conspiracies, bankruptcies and corruption offences under the Criminal Code; provincial *Real Estate Act*, *Mortgage Brokers Act* and *Mechanics Lien Act*; co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments; Securities Fraud Information Centre. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper and microfiche.

CMP/CID-050 *Formerly Identified as:* RCMP-120

## Customs and Excise

*Description:* Includes information on the planning, development, implementation and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Enforcement of *Customs and Excise Act*, *Excise Tax Act*, *Export and Import Permits Act*, *Cultural Property Export and Import Act*, *National Energy Board Act* and *Energy Administration Act*; conspiracies and frauds under the Criminal Code; intelligence, co-operation and liaison with domestic and foreign authorities; writs of assistance; search warrants; report procedures; agreements with other federal agencies; news releases. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper, microfiche and automated.

CMP/CID-055 *Formerly Identified as:* RCMP-130

## Drug Enforcement

*Description:* Information on the development of RCMP policy and direction concerning drug enforcement including undercover and drug intelligence programs, as well as co-ordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of *Narcotic Control Act* and the *Food and Drugs Act*, Parts III and IV; intelligence; drug store inspections; identification of drugs and narcotics by mail; search and forfeiture; co-operation and liaison with domestic and foreign authorities; appointment of counsel; legislative amendments; prescriptions; theft of narcotics; writs of assistance. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper, microfiche and automated.

CMP/CID-060 *Formerly Identified as:* RCMP-140

## Immigration and Passport

*Description:* Includes information on the planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of the *Immigration Act* and provisions of the Criminal Code which refer to the illegal issue and possession of passports. *Topics:* Enforcement of *Immigration and Citizenship Act*; fraudulent use of SIN cards under the *Unemployment Insurance Act*; fraudulent use of Canadian passports under the Criminal Code; co-operation with domestic and foreign authorities; court rulings and judgements; appointment of counsel; locating persons indebted to Crown; foreign criminal records; Immigration Appeal Board; U.S. deserters and draft dodgers; citizenship court; passports; reporting procedures, ports of entry and border security; seminars; immigration warrants; deportees; intelligence ethnic groups statistics; false identification. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

CMP/CID-065 *Formerly Identified as:* RCMP-150

## Operational Policy and Planning Branch

*Description:* Includes information on the correction, review and monitoring of RCMP policies, the Operational Statistics Reporting System, program forecasts and main estimates for criminal operations and the monitoring and analysis of operational activities and statistical data. *Topics:* Operational Reporting System; reporting and

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filing procedures for the Operational Statistics Reporting System, and the Police Information Retrieval System; a secret expense system; a shift schedule system. *Retrievability:* Records are arranged by project, activity or program. *Storage Media:* Paper files and automated EDP systems.

**CMP/CID-070** *Formerly Identified as:* RCMP-160

### **Native Policing**

*Description:* Includes information on the development, implementation and co-ordination of policies, strategies and programs which have to do with police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native policing workshops and seminars; tribal police programs; Band by-laws; and cross-cultural training. *Retrievability:* Files are arranged by program, activity or project and held at HQ or regionally.

**CMP/CID-075** *Formerly Identified as:* RCMP-170

### **National Crime Intelligence**

*Description:* Includes information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Major racketeers; organized crime; criminal activities by extremist/terrorist groups; securities frauds; gambling; extortion; loansharking; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint force operations; reporting procedures. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* EDP systems, paper and microfiche.

**CMP/CID-080** *Formerly Identified as:* RCMP-180

### **Interpol**

*Description:* Includes information on the co-ordination of international criminal investigations for Canadian and foreign authorities; policies and procedures under the constitution; regulations and policies of Interpol. *Topics:* International criminal investigation, except political, military, racial or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; regional conferences and symposiums. *Retrievability:* Operational case files are arranged by business, country or organization; other files by activity, program or project. Files are held at HQ.

**CMP/CID-085** *Formerly Identified as:* RCMP-190

### **Federal Policing**

*Description:* Includes information on planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of all federal statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of federal statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; annual seal hunt; pardons; Nazi war criminals; penitentiaries - escorting and crises; bird banding; marine searches; honours and awards by Government House; operational complaints against members of the RCMP. *Retrievability:* Operational case files are arranged by business, organization, activity, program or project. *Storage Medium:* EDP systems.

**CMP/CID-090** *Formerly Identified as:* RCMP-200

### **Contract Policing**

*Description:* Includes information on planning, co-ordination and determination of policies and procedures in areas where provincial and municipal police services are provided under contract;

identification of operational requirements; evaluation of tactical, traffic and general police equipment; crime prevention and police community relations programs; and traffic enforcement. *Topics:* Administration of provincial and municipal policing agreements; resourcing methods; operational planning; opening and closing of RCMP Detachments; tactical operations; underwater recovery operations; auxiliary policing; hypnosis; operational policy. *Retrievability:* Records are arranged by project, activity or programs and may be held at HQ or regionally.

**CMP/CIS-095** *Formerly Identified as:* RCMP-210

### **Criminal Intelligence Services Canada**

*Description:* Information governing CISC programs pertaining to the collection, analysis and dissemination of criminal intelligence in Canada. *Topics:* Constitution, regulations and auditing functions of CISC; training standards; firearms tracing program; ACIS program; threat assessment program; liaison and co-operation with Canadian and foreign law enforcement agencies. *Retrievability:* By subject topic, activity, program and project. *Storage Media:* Manual and hardcopy files.

**CMP/AIR-100** *Formerly Identified as:* RCMP-220

### **Air Services and Aircraft Maintenance**

*Description:* Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all Force aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specifications of aircraft; employee qualifications; and flight logs. *Retrievability:* Files are arranged by subject, product, company and aircraft registration number. Files are held at HQ and regionally. *Storage Media:* Microfiche.

**CMP/IDD-105** *Formerly Identified as:* RCMP-240

### **Identification of Criminals**

*Description:* Information on the collection, compilation, dissemination, use and retention of criminal histories, fingerprints and photographs for the purpose of detection, prevention and suppression of crime, the security of the nation and related matters. *Topics:* Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; young offenders; deceased persons; criminal history checks; release of criminal histories; security screening for federal government departments and Crown corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; *Identification of Criminals Act*; *Criminal Records Act*; *Young Offenders Act*; fingerprint identification of crime scene impressions; development evaluations of identification methods and techniques; identification of persons through facial composite drawings; identification of fingerprint impressions using laser; formulation and presentation of identification training packages for field personnel. *Retrievability:* Files are arranged by subject or project. *Storage Media:* Microfiche, film, EDP systems and paper.

**CMP/IDD-110** *Formerly Identified as:* RCMP-260

### **Firearms Registration**

*Description:* Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. *Topics:* Firearms or Restricted Weapons Registration Certificates; Firearms Acquisition Certificates; Minor Permits; Permits to Carry/Transport; Business Permits; Refusals and Revocations; liaison with provincial firearms officers; appointment of legal counsel; assistance to Solicitor General's Firearms Policy Centre; restricted and prohibited weapons; prohibitions; co-operation with federal government departments. *Retrievability:* Files are arranged by subject/topic, business, police agency or organization. *Storage Media:* Paper, microfilm, and EDP systems.



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CMP/IDD-115 *Formerly Identified as:* RCMP-270

## Lost or Stolen Property - Wanted or Missing Persons

*Description:* Information on Canadian and U.S. lost or stolen negotiable instruments or securities, firearms and other articles; arrest warrants; aliens. *Topics:* Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; prohibited aliens. *Retrievability:* Records are arranged by subject and product or item by make, serial number and denomination. *Storage Medium:* EDP systems.

CMP/IDD-120 *Formerly Identified as:* RCMP-280

## Fraudulent Cheques and Securities

*Description:* Information on the RCMP repository of handwriting samples used in the commission of offences, which acts as a source for identification of offenders. *Topics:* Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; fraudulent cheque policy and procedures. *Retrievability:* Files are arranged by topic. *Storage Medium:* Paper.

CMP/IDD-125 *Formerly Identified as:* RCMP-290

## Photography and Audio-Visual Aids

*Description:* Information on the central photo processing service for all RCMP units in Canada and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. *Topics:* Assessment of photographic and photo processing equipment; audio-visual aids; film and slide library; slide and film catalogue; co-operation with other law enforcement agencies; central photographic equipment maintenance; central photo processing. *Retrievability:* Files are arranged by product, title and project. *Storage Media:* Paper, slides, films and EDP Systems. *Special Access Note:* Copies of processed films are returned to the contributor; none are retained by "I" Directorate.

CMP/LAB-130 *Formerly Identified as:* RCMP-230

## Laboratory Services

*Description:* Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. *Topics:* Firearms; ammunition; tools and glass; documents and paper handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body organs and tissue, explosives; fire debris; petroleum products; safe material. *Retrievability:* Files are arranged by subject, name of investigation or occurrence. *Storage Media:* Paper and photographic film. *Special Access Note:* RCMP laboratories are situated in Halifax, Sackville, Montreal, Ottawa, Winnipeg, Regina, Edmonton and Vancouver. Persons requesting access to this class of records must indicate the location they wish to access.

CMP/LAB-135 *Formerly Identified as:* RCMP-250

## Scientific and Technical Services

*Description:* Information on the conduct, co-ordination, training and consultation in the areas of scientific, technical and operational research and development of the Force. *Topics:* Policy and research on toxicology, applied chemistry, serology, hair and fibre, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural and human sciences research; scientific library service. *Retrievability:* Files are arranged by subject, organization and project. *Storage Media:* Microfiche and EDP systems.

CMP/AIP-140 *Formerly Identified as:* RCMP-300

## Policy and Research

*Description:* Information on policy and research for existing and proposed privacy and access to information legislation concerning record collection, access, use and disclosure. *Topics:* Canadian Human Rights Act, Part IV; Freedom of Information; Canadian Bar Association model bill; Freedom of Information Bill C-15; Privacy Act and Access to Information Act (Bill C-43); foreign privacy and access legislation; indexing and federal information banks; exemption from access; use of the social insurance number (SIN); liaison with other government departments and foreign agencies; statistics and activity reports.

CMP/AIP-145 *Formerly Identified as:* RCMP-310

## Disclosures

*Description:* Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies and procedures governing access. *Topics:* Access requests under the Access to Information Act and Privacy Act; assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. *Retrievability:* Files are arranged by subject matter.

CMP/PRO-150 *Formerly Identified as:* RCMP-320

## Airport Policing

*Description:* Information on planning, developing and co-ordinating the role of the force in the National Airport Policing and Security Program. *Topics:* Federal statutes such as the Criminal Code; Aeronautics Act and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; pre-board screening of passengers and crew; security of restricted areas; co-operation with airlines; co-operation with federal government departments; co-operation with local and foreign authorities; contingency planning and airport policing, and security policy. *Retrievability:* Files are arranged by subject matter.

CMP/PRO-155 *Formerly Identified as:* RCMP-330

## VIP Security

*Description:* Information on planning, developing and co-ordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions and residences and major national and international events. *Topics:* Visits of foreign dignitaries; protection of embassies and consulates, including personnel; analysis of physical threats to VIP's; liaison with other government departments; royal visits; training of VIP personnel; protection of the Prime Minister and family; protection of Governor General and Cabinet Ministers; protection of Supreme and Federal Court judges and other designated persons; and research on VIP security. *Retrievability:* Files arranged by project. *Storage Medium:* Paper.

CMP/PRO-160 *Formerly Identified as:* RCMP-340

## Security Engineering

*Description:* Information on the evaluation and design of security equipment and structures for the federal government. *Topics:* Structural and architectural building security concepts; intrusion detection systems; access control systems; mechanical security devices including locks and security containers, speech security; soundproofing; security equipment performance standards; training services to security personnel; classified waste destruction or disposal equipment; and human restraining equipment. *Retrievability:* Files arranged by subject, project, product, company or department. *Storage Media:* Film, EDP systems and photographs.



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**CMP/PRO-165** Formerly Identified as: RCMP-350

### **Security Systems**

*Description:* Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act*; speech security assessments and soundproofing; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Media:* Paper and automated.

**CMP/RSV-170** Formerly Identified as: RCMP-360

### **Systems Analysis and Programming**

*Description:* Information on EDP analysis, design, development, implementation and maintenance of operational and administrative systems. *Topics:* EDP research studies for police applications; user programming assistance and consulting services; project plans; analysis, design, feasibility, development and implementation reports; post-implementation reviews; review and update of maintenance; Users' Guide and Operational Manuals. *Retrievability:* Files are arranged by project or by type of document. *Storage Media:* Paper, word processor, disc and magnetic tape storage.

**CMP/RSV-175** Formerly Identified as: RCMP-370

### **Software Engineering**

*Description:* Information on the analysis, design, development, implementation and maintenance of software. *Topics:* Analysis, design, development, implementation and maintenance of customized systems used in support of EDP applications; analysis, design, development, implementation and maintenance of customized communications systems software used in support of telecommunications services; specifications, evaluation, selection standards, implementation and maintenance of vendor-supplied operating systems and proprietary software. *Retrievability:* Products or documents are filed under an internally assigned number based on category and subject.

**CMP/RSV-180** Formerly Identified as: RCMP-380

### **Systems Integration**

*Description:* Information on the co-ordination of EDP security and standards, database administration services and quality assurance of EDP systems prior to release. *Topics:* Electronic data processing and computer communications security; terminals and switcher site security; threats to EDP security; recovery and contingency planning for re-establishment of "V" Directorate computing facilities; access rights to CPIC system and identification of all users; passwords and file algorithms; EDP standards; test and quality control techniques and procedures. *Retrievability:* Files are arranged by subject and assigned a user's code. *Storage Medium:* EDP systems.

**CMP/RSV-185** Formerly Identified as: RCMP-390

### **Systems Research and Planning**

*Description:* Information on research, planning and evaluation of computer systems. *Topics:* Research studies in EDP and computer communications systems technology; systems planning and co-ordination to ensure cost effective acquisition and implementation of EDP resources; systems performance evaluation. *Storage Medium:* EDP systems.

**CMP/RSV-190** Formerly Identified as: RCMP-400

### **Computer Operations**

*Description:* Information on the operation of the central computer systems data preparation and control services and the environmental support of central EDP facilities. *Topics:* Computer system use and availability of hardware and software; on-line availability reporting system; RCMP Data System; data control and tape library services;

environmental engineering support services; cost accounting for services provided; co-ordination and control of EDP equipment; statistics on hardware status, performance and suitability. *Retrievability:* Statistical files held at HQ and arranged by system and type of statistics.

**CMP/RSV-195** Formerly Identified as: RCMP-410

### **Liaison Services**

*Description:* Information on liaison, audits, training and information services to Canadian Police Information Centre (CPIC) users, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC audits; policy; identification and evaluation of remote terminal services for CPIC; CPIC training requirements; off-line searches (crime solving); auditing of computer interfaces and record keeping functions; audit standards and procedures; CPIC Advisory Committee minutes; EDP information and developmental services. *Retrievability:* Files are arranged by item, project and subject.

**CMP/RSV-200** Formerly Identified as: RCMP-420

### **Communications Security**

*Description:* Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; Comsec policy and guidelines. *Retrievability:* Files are arranged by activity, program or project. *Storage Media:* Paper and automated.

**CMP/RSV-205** Formerly Identified as: RCMP-430

### **Network Services**

*Description:* Information on the operation of data network services for the Force. *Topics:* Operation, development and control of wire services and related equipment, excluding Comsec requirements; design, installation, operation, maintenance, evaluation and analysis of the data communications network facilities; technical assessment, standards implementation and network design of telecommunications systems, excluding radio communication; establishment and monitoring of operating standards and procedures for the various communications networks. *Retrievability:* Files are arranged by title or by project. *Storage Medium:* EDP systems.

**CMP/RSV-210** Formerly Identified as: RCMP-440

### **Telecommunications Development and Research**

*Description:* Information on the telecommunication services given to the police community, the provision of standards, specifications for communications systems and forecasting requirements. *Topics:* Telecommunications systems specifications; performance evaluation and systems analysis; liaison with other police force research groups and other government departments; consultation and advice to the police community; feasibility studies; field questionnaires; concept reports; and requirement statement reports, research documents and field evaluations. *Retrievability:* Files are arranged by project or an assigned numerical index. *Storage Medium:* Paper systems.

**CMP/RSV-215** Formerly Identified as: RCMP-450

### **Telecommunications Engineering**

*Description:* Information on communications systems and equipment engineering and development, technical research, communication, ancillary equipment evaluation and selection, maintenance engineering and technical policy. *Topics:* Performance standards; purchase specifications; evaluation reports; project reports, system descriptions, frequency schedules and networks; diagrams and plans; engineering briefs; maintenance and installation reports; licences; electronic safety equipment; radar speed measuring devices and

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principles; video and other closed circuit television (CCTV) services and facilities. *Retrievability:* Files are arranged by activity, location, equipment, manufacturer, type, model or application.

**CMP/RSV-220** *Formerly Identified as:* RCMP-460

### **Canadian Police Information Centre (CPIC)**

*Description:* Information on unsolved crimes and known criminals stored on the CPIC computerized information system. The information originates from the RCMP and other accredited Canadian law enforcement agencies. *Topics:* Criminal Record synopsis; vehicles, parts (motor and transmission) and licence plates lost, stolen and suspect; boats and boat motors lost, stolen and suspect; persons wanted, charged, missing, suspect; prohibited persons/liquor, firearms, vehicle and boat operation; property lost, stolen; dental characteristics file; and motor vehicle registrations. *Retrievability:* Files are arranged by subject and an assigned user's code. *Storage Media:* Magnetic tape and high density disk.

**CMP/RSV-225** *Formerly Identified as:* RCMP-470

### **Records Management**

*Description:* Information on the planning, development and implementation of operational and administrative records systems and programs; mail, messenger and library services. *Topics:* Records inventories; subject records classification; systems and indexes; management of records offices; records retrieval and reference services; records scheduling and disposal; mail and messenger services; correlation of records to their appropriate class and personal information bank; records equipment; essential records; records security; professional development and user orientation; information management. *Storage Media:* Microfilm, EDP systems.

**CMP/RSV-230** *Formerly Identified as:* RCMP-480

### **Information Systems Management**

*Description:* Information on the planning, development, implementation and control of publication and paperwork programs. *Topics:* Collection, organization, editing, publishing and monitoring of directives (official manual system); review and analysis of forms and forms systems; planning of techniques and procedures for processing correspondence; creation and maintenance of reporting systems; application and analysis of word processing systems; co-ordinating and monitoring RCMP Identity Program.

**CMP/TRN-235** *Formerly Identified as:* RCMP-490

### **Public Relations and Ceremonial Services**

*Description:* Information on planning, developing and co-ordinating the activities of the Musical Ride and the RCMP Band. *Topics:* Breeding and training horses for the Musical Ride; equitation training of Musical Ride personnel; training members for the Band; transportation, accommodation, tours, immigration and customs requirements, ceremonial services and promotional materials for the Musical Ride and the Band.

**CMP/TRN-240** *Formerly Identified as:* RCMP-500

### **Canadian Police College**

*Description:* Information on training, research, information and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training and instructional techniques and crime prevention courses; course planning, loading and evaluation; research and information dissemination on social, cultural, economic, commercial and technological changes affecting law enforcement; library service for the HQ Division complex and the Canadian Police College.

**CMP/DEP-245** *Formerly Identified as:* RCMP-510

### **Academic Subjects**

*Description:* Information on all academic training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training-simulation; report writing; first aid; care and handling of prisoners; human

relations — crime prevention and community-police relations; applied human behavior for police intervention; victimology; ethical conduct; effective presentation; personal hygiene; history of policing and the Force; technical services — identification; communications — radio; CPIC; progress reports and assessment of recruits. *Retrievability:* Files are arranged by subject. *Storage Media:* Paper and videotapes.

**CMP/DEP-250** *Formerly Identified as:* RCMP-520

### **Physical Subjects**

*Description:* Information on all physical training provided to new recruits. *Topics:* Physical fitness; self-defence; firearms training; swimming; drill; tactical troop training for crowd control; driver training and law enforcement; and progress reports and assessment of recruits. *Retrievability:* Files are arranged by subject. *Storage Media:* Paper and videotapes.

**CMP/DEP-255** *Formerly Identified as:* RCMP-530

### **Armourer**

*Description:* Information on the repair, maintenance and evaluation of revolvers, pistols, rifles, shotguns and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms and ammunition; maintenance and repair of firearms; quality control inspection of newly procured firearms; log book on issue of firearms; machine shop facilities; liaison and assistance to other government departments, accredited law enforcement agencies and private sector. *Retrievability:* Files are arranged by product or by subject.

**CMP/OPD-260** *Formerly Identified as:* RCMP-540

### **Planning**

*Description:* Information on the formation, correlation and monitoring of operational administrative short- and long-range plans for the division; program forecast and divisional proposals on the organization and evaluation of management and performance. *Topics:* Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements; research projects; EDP co-ordination. *Retrievability:* Files are arranged by project, program and unit name.

**CMP/OPD-265** *Formerly Identified as:* RCMP-550

### **Police Community Relations and Crime Prevention**

*Description:* Information on the promotion of good police-community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Lectures by members of the Force; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation; blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; liaison and public relations. *Retrievability:* Files are arranged by project or by activity.

**CMP/OPD-270** *Formerly Identified as:* RCMP-560

### **Commercial Crime**

*Description:* Information on frauds and corruption in the federal and provincial governments, as well as frauds and related offences pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics:* *Enforcement of Bankruptcy Act, Copyright Act, Securities Act, Canada Elections Act, Weights and Measures Act*, federal and provincial government grants and guaranteed loans, *Combines Investigation Act, Farm Improvement Act, Tax Rebate Discounting Act* and other related federal statute offences; frauds, false pretences, forgeries, conspiracies, theft, receiving benefits, secret commissions, breach of trust and other Criminal Code violations; agreements with other federal and provincial authorities; co-operation and assistance to domestic and foreign law enforcement agencies; and Securities Fraud Information Centre. *Retrievability:* Files are arranged by business, organization or subject. *Storage Media:* EDP Systems and microfiche.



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## **CMP/OPD-275 Formerly Identified as: RCMP-570 Customs and Excise**

*Description:* Information on the planning, development, implementation and co-ordination of an ongoing Customs and Excise enforcement program within the RCMP. *Topics:* *Customs Act; Excise Act; Excise Tax Act; Export and Import Permits Act; Cultural Property Export and Import Act; National Energy Board Act; Petroleum Administration Act* and associated warrants; customs fraud and conspiracies under the Criminal Code; smuggling offences and commercial smuggling; illegal exportation and importation of cultural goods; illicit spirits; tax and duty-free articles; search warrants and writs of assistance; liaison and assistance to other police forces and government departments; related Customs and Excise policy material. *Retrievability:* Files arranged by business, organization, activity, program and project. *Storage Medium:* EDP systems.

## **CMP/OPD-280 Formerly Identified as: RCMP-580 National Crime Intelligence Services**

*Description:* Information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; *Income Tax and Customs Act*; co-operation and liaison with local, domestic and foreign authorities; surveillance; joint force operations; reporting procedures; sects, cults and mind development groups involved in criminal activities. *Retrievability:* Files are arranged by business, organization, activity or project.

## **CMP/OPD-285 Formerly Identified as: RCMP-590 Immigration and Passport**

*Description:* Information on the enforcement of the Immigration and Citizenship Acts, passport offences under the Criminal Code and assistance to foreign law enforcement agencies on international terrorists and criminals. *Topics:* Enforcement of Immigration and Citizenship Acts; fraudulent use of SIN cards and passports; lost or stolen passports; co-operation and assistance to domestic and foreign authorities; court rulings and judgements; wanted persons; citizenship court; ports of entry and security; seminars; immigration warrants; monitoring and surveillance of selected criminal targets; joint force operations; ethnic groups, illegal aliens; deportees; international terrorists and criminals. *Retrievability:* Operational case files are arranged by activity, program or project.

## **CMP/OPD-290 Formerly Identified as: RCMP-600 Drug Enforcement**

*Description:* Information on drug enforcement including undercover drug operations and intelligence programs. *Topics:* Enforcement of *Narcotic Control Act*, and the *Food and Drugs Act*, Parts III and IV; evaluation of drug trafficking intelligence; illegal importation of drugs; handling and disposition of exhibits; search and forfeitures; co-operation and liaison with domestic and foreign authorities; writs of assistance. *Retrievability:* Operational case files are arranged by business or organization, subject or project.

## **CMP/OPD-295 Formerly Identified as: RCMP-610 General Investigation Services**

*Description:* Information on the enforcement, prosecution and prevention of offences under the Criminal Code and federal and provincial statutes. *Topics:* Enforcement of *Aeronautics Act* and Regulations, Criminal Code, *Liquor Act*, *Livestock Act*, *Branch Inspection Act*, *Weights and Measures Act* (Odometer), *Canada Shipping Act*, *Explosives Act*, *Income Tax Act*, *Unemployment Insurance Act*, *Migratory Birds Convention Act* and to a lesser extent other federal and provincial statutes; Canadian Home Insulation Program; security enquiries; Force applicants and pardon investigations; assisting VIP activities; locating missing persons; demonstrations and riots; liaison and assistance to other federal

government departments and domestic and foreign law enforcement agencies. *Retrievability:* Files are arranged by business or organization and subject or project. *Storage Medium:* EDP systems.

## **CMP/OPD-300 Formerly Identified as: RCMP-620 Airport Policing**

*Description:* Information on the division's role in the implementation and co-ordination of the National Airport Policing and Security Program — primarily in the protection of civil aviation and holding actions pertaining to criminal acts pending the arrival of the police department having jurisdiction. *Topics:* *Aeronautics Act* and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; security of aircraft passengers and crew; assistance to federal government departments, local and foreign authorities; airport policing and security policy; federal and provincial statutes; assistance to other RCMP investigational sections. *Retrievability:* Files are arranged by subject or project. *Storage Medium:* EDP systems.

## **CMP/OPD-305 Formerly Identified as: RCMP-630 General Detachment Policing**

*Description:* Information on the RCMP's overall operational role in the enforcement of federal statutes, the Criminal Code, provincial statutes and municipal by-laws, where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the Criminal Code, *Narcotic Control Act*, *Food and Drugs Act*, *Customs and Excise Act*, *Immigration Act* and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; liaison and assistance to other police forces. *Retrievability:* Files are arranged by business, organization, subject, activity and program or project.

## **CMP/OPD-310 Formerly Identified as: RCMP-640 Law Enforcement Support**

*Description:* Information on the technical and physical surveillance services supporting criminal investigations. *Topics:* Authorizations to intercept private communications and intercepts under the Criminal Code, Part IV.1; assistance to operational sections in gathering evidence and intelligence on designated targets involved in Criminal Code and federal statute offences; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; acquisition and maintenance of technical surveillance aid equipment. *Retrievability:* Files are arranged by business or organization, activity and, program or project. *Storage Medium:* Paper, audio, video tapes and film.

## **CMP/OPD-315 Formerly Identified as: RCMP-650 VIP Security**

*Description:* Information on the physical and personal security programs for Canadian and foreign dignitaries, foreign missions and residences, and related events, both domestic and foreign. *Topics:* Protection of the Prime Minister and family, the Governor-General, Cabinet Ministers, the Supreme and Federal Court judges along with other designated persons; visits of foreign dignitaries; protection of embassies and consulates including personnel; liaison with other government departments; Royal visits; analysis of physical threats to VIP's; bomb threats and X-ray of unidentified objects; research on VIP security. *Retrievability:* Files are arranged by subject or project. *Storage Medium:* EDP systems.



## ROYAL CANADIAN MOUNTED POLICE

CMP/OPD-320 *Formerly Identified as:* RCMP-660

### **Security Engineering**

*Description:* Documentation and information on all criminal and national security investigations, evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract. *Topics:* Structural and intrusion techniques and technical aids pertaining to all locking devices, alarm systems and security containers (commercial or federal government safe specifications); locksmithing key codes and other key codes maintained at Security Engineering level; structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices; locks and security containers; speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; human restraining equipment; security of police equipment. *Retrievability:* Files are arranged by subject, project and, company or department.

CMP/OPD-325 *Formerly Identified as:* RCMP-670

### **Security Systems**

*Description:* Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act*; speech security assessments and soundproofing; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Media:* Paper and photographs.

CMP/OPD-330 *Formerly Identified as:* RCMP-680

### **Crime Index Services**

*Description:* Information on the personal history, movements and whereabouts of suspicious persons or known criminals. *Topics:* Correlation of crime-related information from various operational units and other sources; assistance to investigative units in identifying possible offenders; liaison and assistance to domestic and foreign law enforcement agencies; personal history, movements and whereabouts of known criminals or suspicious persons, parolees, companies, associations and organizations; wanted and missing persons; outstanding arrest warrants. *Retrievability:* Files are arranged by business or organization, subject, project and FPS number. *Storage Media:* Paper, microfiche or EDP.

CMP/OPD-335 *Formerly Identified as:* RCMP-690

### **Identification Services**

*Description:* Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement and national security. *Topics:* Examinations and photography in relation to crimes, scenes of crimes and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearance applications, and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation and purchasing of photographic equipment; liaison and assistance to local accredited police departments. *Retrievability:* Files are arranged by subject, project or activity. *Storage Medium:* Films.

CMP/OPD-340 *Formerly Identified as:* RCMP-700

### **Telecommunications Services**

*Description:* Information on the evaluation, procurement, installation and maintenance of telecommunications equipment in support of the operational requirements of the division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation and

maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; intercom and telephone systems. *Retrievability:* Files are arranged by subject, company name or project.

CMP/OPD-345 *Formerly Identified as:* RCMP-710

### **Native Policing**

*Description:* Information on the development, implementation and co-ordination of policies, strategies and programs for the delivery of police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; native Special Constable Program; native constable workshops; and tribal police programs. *Retrievability:* Files are arranged by project or activity.

CMP/SSD-901 *Formerly Identified as:* NO REFERENCE

### **Administration (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-905 *Formerly Identified as:* NO REFERENCE

### **Buildings and Property (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-907 *Formerly Identified as:* NO REFERENCE

### **Lands (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-908 *Formerly Identified as:* NO REFERENCE

### **Utilities (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-909 *Formerly Identified as:* NO REFERENCE

### **Equipment and Supplies (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-910 *Formerly Identified as:* NO REFERENCE

### **Furniture and Furnishings (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-911 *Formerly Identified as:* NO REFERENCE

### **Office Appliances (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-912 *Formerly Identified as:* NO REFERENCE

### **Procurement (New)**

*Description:* See Standard Classes of Records.

CMP/SSD-913 *Formerly Identified as:* NO REFERENCE

### **Vehicle, Ship, Boat and Aircraft Accidents**

*Description:* See Standard Classes of Records.

CMP/CFO-914 *Formerly Identified as:* NO REFERENCE

### **Finance (New)**

*Description:* See Standard Classes of Records.

CMP/CFO-915 *Formerly Identified as:* NO REFERENCE

### **Accounts and Accounting (New)**

*Description:* See Standard Classes of Records.

CMP/CFO-917 *Formerly Identified as:* NO REFERENCE

### **Budgets (New)**

*Description:* See Standard Classes of Records.

CMP/SPA-918 *Formerly Identified as:* NO REFERENCE

### **Personnel (New)**

*Description:* See Standard Classes of Records.

## THE ROYAL CANADIAN MOUNTED POLICE

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CMP/SPA-919 *Formerly Identified as:* NO REFERENCE  
**Classification of Positions (New)**  
*Description:* See Standard Classes of Records.

CMP/SPA-920 *Formerly Identified as:* NO REFERENCE  
**Employment and Staffing (New)**  
*Description:* See Standard Classes of Records.

CMP/SPA-921 *Formerly Identified as:* NO REFERENCE  
**Human Resources (New)**  
*Description:* See Standard Classes of Records.

CMP/SPA-924 *Formerly Identified as:* NO REFERENCE  
**Pensions and Insurance (New)**  
*Description:* See Standard Classes of Records.

CMP/SPA-925 *Formerly Identified as:* NO REFERENCE  
**Salaries and Wages (New)**  
*Description:* See Standard Classes of Records.

CMP/SPA-926 *Formerly Identified as:* NO REFERENCE  
**Staff Relations (New)**  
*Description:* See Standard Classes of Records.

CMP/SPA-927 *Formerly Identified as:* NO REFERENCE  
**Training and Development (New)**  
*Description:* See Standard Classes of Records.

CMP/HSD-922 *Formerly Identified as:* NO REFERENCE  
**Occupational Health, Safety and Welfare (New)**  
*Description:* See Standard Classes of Records.

CMP/OLD-923 *Formerly Identified as:* NO REFERENCE  
**Official Languages (New)**  
*Description:* See Standard Classes of Records.





# **MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY**

## **Chapter 86**

# MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

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MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

(MST)

OPERATIONS BRANCH

(OPR)

005 Science and Technology

POLICY AND STRATEGY  
BRANCH

(PSB)

015 Space

COMMUNICATIONS BRANCH

(COM)

010 Public Affairs

SENIOR DEPARTMENTAL  
ADVISOR  
ACCESS TO INFORMATION  
AND PRIVACY OFFICE  
DEPARTMENT OF REGIONAL  
INDUSTRIAL EXPANSION  
3RD FLOOR WEST  
235 QUEEN STREET  
OTTAWA, ONTARIO  
K1A 0H5

# MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

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## Background

The Ministry of State for Science and Technology (MOSST) was established in 1971 by Order-in-Council for the purpose of formulating and developing policies in relation to the activities of the Government of Canada that affect the development and application of science and technology. It is presided over by a Minister of State and a Secretary reporting to the Minister.

Since July of 1983, the Secretary has also been Chief Science Advisor (CSA) to the government with the responsibility for providing expert and objective advice to Cabinet and its committees on priorities for, and the planning of, Canada's overall science and technology effort.

This change of role necessitated the reorganization of the Ministry in order to give the Chief Science Advisor direct access to Cabinet. The new organization permits the Ministry to perform the central agency function of formulating policies and providing advice on science and technology to the federal government. Its mandate covers the science and technology activities of departments, and includes other activities (such as those of industry and universities) insofar as they interact with the federal government.

## Overall Responsibilities

The responsibilities of the Ministry, as set out in the 1971 Order-in-Council, are to formulate and develop policies as well as give advice with regard to the establishment of priorities for science and technology; the support of science and technology and its application in furthering national objectives; the optimum investment in science and technology by government, industry and universities; the co-ordination of federal science and technology programs with other government policies; co-operation with the provinces, other organizations and other nations; the organization of science and technology in the public service; the allocation of financial and personnel resources; and the extent and nature of Canada's participation in international scientific undertakings.

On July 31, 1980, the Ministry was designated as the lead department for space research and development policy and the co-ordination of space activities among federal government departments and agencies. In July of 1983, when it was decided that the Secretary would assume the new role of Chief Science Advisor to the federal government, the Ministry was given additional responsibilities for advising on the integration of a long-range scientific perspective into the policy development process and into specific proposals put forward by departments and ministries; on the identification of areas which are science and technology intensive and which will have a significant impact on Canada; and on the quality and effectiveness of science and technology policies. Other responsibilities include assessing the science and technology related policies and programs of the federal government, as they relate to the provincial governments and the industrial and university sectors in Canada and foreign countries, which have an impact on the Canadian economy; identifying areas of significant impact on the economy, society, international relations and national defence; recommending priorities for science and technology and developing cohesive and comprehensive strategies to achieve them.

## Organization

The Ministry is organized into three branches: Policy and Strategy, Operations, and Communications. Administrative, Finance, Personnel and Access to Information and Privacy services are provided by the Department of Regional Industrial Expansion (DRIE).

## General Information

Reports, brochures, speeches, press releases as well as other publications issued by the Ministry are available through

Communications Branch  
8th Floor, West  
235 Queen Street  
Ottawa, Ontario  
K1A 0H5  
Telephone: (613) 990-6256

## Access Procedures

Formal requests should be directed to

Senior Departmental Advisor  
Access to Information and Privacy Office  
Department of Regional Industrial Expansion  
3rd Floor West  
235 Queen Street  
Ottawa, Ontario  
K1A 0H5  
Telephone: (613) 957-0508

## Operations Branch

This branch is responsible for providing the Chief Science Advisor and the Cabinet committee system with advice on current issues involving science and technology considerations, and for responding to requests for special studies. This branch is also responsible for evaluating the science and technology implications of departmental proposals for Cabinet and for advising ministers on their integration with broader federal objectives.

## Communications Branch

This branch is responsible for providing a catalytic and co-ordinative role in encouraging effective federal communication of science and technology related issues. It also provides public affairs support for the Minister and the Ministry.

## Policy and Strategy Branch

This branch is responsible for providing the Chief Science Advisor and the Cabinet committee system with advice on medium to long-range science and technology issues that are likely to have an impact on the economic and social development of the country. This branch also develops space research and development policy, and co-ordinates space activities among government departments and agencies.

## Classes of Records

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MST/OPR-005 *Formerly Identified as:* MSST-10  
**Science and Technology (Revised)**

*Description:* This class covers information relating to the operation of the Ministry. *Topics:* Ministry of State for Science and Technology - general; committees; conferences; interdepartmental co-operation and federal-provincial co-operation; financial assistance; reports; project assessments; special projects; unsolicited proposals.

MST/COM-010 *Formerly Identified as:* NO REFERENCE  
**Public Affairs (New)**

*Description:* This class covers information relating to the activities of the Communications Branch, including public relations and the Public Affairs Program for Science and Technology. *Topics:* Communications - general; public relations; and Public Awareness Program for Science and Technology.



## MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

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MST/PSB-015 *Formerly Identified as:* NO REFERENCE  
Space (New)

*Description:* This class covers information relating to space, space policy, programs, agencies and organizations. *Topics:* Space and space policy - general; plans; programs; agencies and organizations; biotechnology; transportation; international science co-operation; and science and technology - industry.

### Deleted Classes of Records

The following classes of records have been deleted from the 1984 edition because all records created prior to July 15, 1983, have been transferred to the Public Archives of Canada. This Ministry is presently redesigning its subject file classification system.

MSST-20	Committees
MSST-30	Conferences, Meetings, Symposia and Seminars
MSST-40	United Nations General Assembly Matters
MSST-50	Statistical Report Files
MSST-60	Federal-Provincial Co-operation
MSST-70	Federal Government Institutions

MSST-80	North
MSST-90	Oceans
MSST-100	Program Review and Assessment
MSST-110	Estimates Science Addenda
MSST-120	Multi-Year Operational Plans - Science Addenda
MSST-130	Science Co-operation International
MSST-140	Industry
MSST-150	Research and Development
MSST-160	Technological Assessment and Forecasting
MSST-170	Science Indicators Project
MSST-180	Space
MSST-190	Space-Related Capabilities
MSST-200	University and Post-Secondary Education
MSST-210	Highly Qualified Manpower
MSST-220	NRC-NSERC Grants
MSST-230	University Funding by Federal Departments
MSST-240	Administration
MSST-250	Personnel System
MSST-260	Finance System
MSST-270	Library Catalogue
MSST-280	Mailing List
MSST-290	Director of Scientific Capabilities

# **SCIENCE COUNCIL OF CANADA**

## **Chapter 87**

# SCIENCE COUNCIL OF CANADA

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SCIENCE COUNCIL OF CANADA

(SSC)

RESEARCH

(RES)

005 Research

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
SCIENCE COUNCIL OF CANADA  
17TH FLOOR, BERGER  
BUILDING  
100 METCALFE STREET  
OTTAWA, ONTARIO  
K1P 5M1



# SCIENCE COUNCIL OF CANADA

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## Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy for this country. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978.

## Overall Responsibilities

The Council's major responsibilities are to analyze science and technology policy issues; recommend policy direction to government; keep the public informed about the impact of science and technology in Canada; and stimulate discussion of science and technology policy among governments, industry and academic institutions. It reports to Parliament through the Minister of State for Science and Technology. The Council operates at "arm's length" from government, designing its own program of research and publishing its findings at its own discretion.

## Organization

The Council consists of a chairman, a vice-chairman and up to 28 members drawn from all regions and representative of a variety of disciplines and interests, with a balance maintained between the academic and industrial communities. Aside from the chairman and vice chairman, members serve without remuneration.

The Council's research is carried out by staff based in Ottawa and by independent consultants working under contract. In general, the Council identifies areas of policy concern, authorizes exploratory studies, and then selects the most appropriate, specific policy studies. A major study (i.e. one requiring more than one year to complete) is normally conducted under the guidance of a study committee, which includes a chairman and some members of the Council, and outside experts, if necessary. The use of such study committees provides more time for detailed scrutiny of the work than is available during the quarterly two-day Council meetings. The staff and consultants under contract carry out the research and analysis and draft reports for discussion by appropriate committees and, in the case of formal policy reports, for subsequent submission to Council for its approval.

## Major Publications

Effective communication is of fundamental importance to the Science Council. Research and the production of analyses and policy advice are of minimal value unless the information is delivered to those individuals and groups who can act on it.

Through its publications and other communication activities, the Council increases public awareness of major issues involved in the development and use of science and technology. At the same time, the Council seeks to stimulate nationwide discussion of the issues it raises and the recommendations it makes. This may involve the organization of meetings, conferences or workshops in order to bring together concerned Canadian citizens and representatives of government, industry, labour and the academic communities. Such meetings not only help to diffuse the results of the Council's research, but also provide a forum for feedback on public concerns and reactions to the Council's work and recommendations.

Science Council publications are available from Council's publication office at

100 Metcalfe Street, 17th Floor  
Ottawa, Ontario  
K1P 5M1  
Telephone: (613)992-1142

The Council has a reading room on the 17th Floor at 100 Metcalfe Street where any authorized material may be looked over.

## Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Science Council of Canada  
Berger Building, 17th Floor  
100 Metcalfe Street  
Ottawa, Ontario  
K1P 5M1  
Telephone: (613) 996-2681

## Classes of Records

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SCC/RES-005    *Formerly Identified as:*    SCC-10

### Research

*Description:* Research studies, background information and unpublished documents on the improved use of science and technology for socioeconomic purposes. *Topics:* Technological and innovative capability in industry; education and employment in a technologically changing world; biotechnology, information technologies and other new technologies; science and technology infrastructure; and the impact of technology on society and the environment.



**DEPARTMENT OF THE SECRETARY OF STATE OF  
CANADA**

**Chapter 88**



# DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

## DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

(SSC)

### EDUCATION SUPPORT

(ESP)

005 Post-Secondary Education Support (Revised)  
010 Student Assistance

### OFFICIAL LANGUAGES

(OLP)

015 Translation Bureau  
020 Promotion of Official Languages (Revised)  
025 Official Languages Communities  
030 Official Languages in Education (Revised)

### CITIZENSHIP AND CULTURE

(CCP)

035 Human Rights  
040 State Ceremonial  
045 Citizenship Registration  
and Promotion  
050 Multiculturalism  
055 Women's Program  
060 Voluntary Action  
065 Youth Participation  
070 Native Citizens  
075 International Youth Year  
080 Status of Disabled Persons (Revised)  
085 Canadian Studies  
090 Youth Secretariat

### ADMINISTRATION AND REGIONAL OPERATIONS

(ARO)

095 Administration

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
DEPARTMENT OF THE  
SECRETARY OF STATE OF CANADA  
OTTAWA, ONTARIO  
K1A 0M5

# DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

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## Background

The Department of the Secretary of State was established in 1868 as the official channel of communications between the new Dominion of Canada and the Imperial government in the United Kingdom. Since the early days, the Department has grown and changed, as has Canada itself.

Today, the programs of the Secretary of State concentrate on one of the prime objectives of the Government of Canada, which is to contribute to the development, among present and future Canadians, of a sense of belonging to the nation by permitting them to grow fully in a multicultural society within a bilingual frame.

## Laws and Regulations

The Minister is responsible for administering the following statutes:

- Beaver, Symbol of Canada, S.C. 1974-75-76, c. 35
- Citizenship, S.C. 1974-75-76, c. 108
- Controverted Elections, Dominion, R.S.C. 1970, c. C-28
- Corrupt Practices Inquiries, R.S.C. 1970, c. C-33
- Disfranchising, R.S.C. 1970, c. D-7
- Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contribution Acts, 1977, S.C. 1976-77, c. 10, s. 24, re: Post-secondary Education Financing
- Holidays Act, R.S.C. 1970, c. H-7
- Laurier House, R.S.C. 1952, c. 163
- Léger Foundation, Jules and Paul-Emile, An Act to Incorporate, S.C. 1980-81-82-83 c. 25
- National Anthem, S.C. 1980-81-82, c. 5
- Public Service Employment, R.S.C. 1980, c. P-32
- Department of State, R.S.C. 1970, c. S-15
- Canada Student Loans Act, R.S.C. 1970, c. S-17
- Translation Bureau, R.S.C. 1970, c. T-13
- National Flag of Canada Manufacturing Standards Act, S.C. 1983-84, c.28
- Social Sciences and Humanities Research Council Act, S.C. 1976-77, c.24
- Constitution Act, 1982, s 1/82-97
- Constitution Act, 1867, R.S.C. 1970, Appendices. SS 93 and 133

Acts in which the Secretary of State has primary interest:

- Manitoba Act, 1870, R.S.C. 1970, Appendices, SS 22 & 23
- Salaries Act, R.S.C. 1970, S-2
- Appropriation Act No. 2, S.C. 1980-81-82, c. 41, Vote No. 10
- Official Languages Act, R.S.C. 1970, c. 0-2
- Canadian Bill of Rights, S.C. 1960, c. 44
- Trade Marks Act, R.S.C. 1970, c. T-10, s. 9, re: National Symbols

## Overall Responsibilities

The activities and programs of the Department of the Secretary of State are diverse and touch upon many aspects of Canadian life.

Some programs encourage native Canadians to preserve their languages and cultures while adapting to the realities of modern life.

Programs directed at Official Language Communities assist numerous Canadian francophones and anglophones to preserve their languages and cultures through the education of their children in their mother tongue. The federal government also helps organizations and establishments in the private and non-federal public sector to provide services to the public in both official languages.

The Translation Bureau provides translation and interpretation services, in all languages as required, to Parliament, the Cabinet, the Public Service and the Judiciary, and to all agencies created by Parliament or the Governor-in-Council, to facilitate federal government internal communication communication with the Canadian public, and international communication.

Services available to future Canadian citizens help them to integrate with their new environment by helping them to acquire citizenship and learn one of the two official languages. Multiculturalism Canada also assists in removing barriers which inhibit the full and equal participation of minority cultural groups in the social, cultural and political life of Canada and encourages and supports the retention and sharing of culture by and among the various groups which make up Canadian society.

Through the Department of the Secretary of State, the Government of Canada contributes to the development and maintenance of education systems, particularly at the post-secondary level, which correspond to Canada's economic, social and cultural needs. It is, as well, responsible for the co-ordination and development of federal government policies and programs in the field of education.

A major activity of the Department is to support voluntary organizations whose role in society is recognized and appreciated by the federal government. These groups of citizens provide the government with important public feedback that indicates the sectors in which government action may be required.

Voluntary groups touch nearly all aspects of society: health, education, human rights, social development, youth, women, native citizens, and the disabled. Their preoccupations are in line with the ideal of social justice that the Secretary of State seeks to promote.

Since its creation, the Department has been charged with organizing and directing official ceremonies and events of national interest, thus contributing to national unity.

As co-ordinator of federal human rights activities in Canada, the Department of the Secretary of State of Canada is responsible for promoting tolerance and understanding so that everyone enjoys fundamental human rights and freedoms.

## General Information

The Public Enquiries Unit responds to enquiries directed to the Department by the general public and other departments, with the exception of enquiries addressed directly to the Ministers or those originating from the media. It answers questions about the programs and activities of the Department as well as requests for information on the programs and activities of the federal government as a whole. The unit also handles the distribution of publications. A list of publications is available on request. Members of the public wishing to receive this list regularly, may be placed on a distribution list. Please write to

### Enquiries Unit

Communications Directorate  
Department of the Secretary of State of Canada  
10th Floor  
15 Eddy Street  
Hull, Québec  
K1A 0M5  
Telephone: (819) 997-0055

The Secretary of State Library / Resource Centre is located on the 2nd floor of 15 Eddy Street, Hull, Québec. The centre is open from 8:45 a.m. to 4:45 p.m. weekdays. It makes available to the public copies of departmental manuals, research reports, briefs and other documents prepared by or for the Department. Documents catalogued in the Library are available through the public library network across the country.

# DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

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## Departmental Library

Department of the Secretary of State  
2nd Floor  
15 Eddy Street  
Hull, Québec  
K1A 0M5  
Telephone: (819) 997-5384

## Key Contacts

Regional offices across Canada are responsible for the management of departmental activities in all the regions of the country.

## Regional Addresses

### Nova Scotia Region

Department of the Secretary of State of Canada  
Regional Directorate  
5281 Duke Street  
Halifax, Nova Scotia  
B3J 3M1

### Newfoundland and Labrador Region

Department of the Secretary of State of Canada  
Regional Directorate  
Box 75, Atlantic Place  
215 Water Street  
St. John's, Newfoundland  
A1C 6C9

### New Brunswick and Prince Edward Island Region

Department of the Secretary of State of Canada  
Regional Directorate  
860 Main Street, Suite 504  
Moncton, New Brunswick  
E1C 1G2

### Québec Region

Department of the Secretary of State of Canada  
Guy Favreau Complex  
200 West Dorchester Boulevard  
10th Floor, West Tower  
Montréal, Québec  
H2Z 1X4

### Ontario Region

Department of the Secretary of State of Canada  
Regional Directorate  
Suite 200  
25 St. Clair Avenue, East  
Toronto, Ontario  
M4T 1M2

### Manitoba Region

Department of the Secretary of State of Canada  
Regional Directorate  
303 Main Street, Room 201  
Winnipeg, Manitoba  
R3C 3G7

### Saskatchewan Region

Department of the Secretary of State of Canada  
Regional Directorate  
2101 Scarth Street, Room 200  
Regina, Saskatchewan  
S4P 2H9

### Alberta and Northwest Territories Region

Department of the Secretary of State of Canada  
Regional Directorate  
Harley Court, Ground Floor  
10045-111th Street  
Edmonton, Alberta  
T5K 1K4

### Pacific Region

Department of the Secretary of State of Canada  
Regional Directorate  
Room 207  
1525 West, 8th Avenue  
Vancouver, British Columbia  
V6J 1T5

## Access Procedures

The Department of the Secretary of State encourages members of the public to obtain information through informal processes of access to information as much as possible. A great deal of departmental information is available through informal channels, that is, without having to fill out a Record Access Request Form.

Traditionally, people have contacted us and can still contact us for information through the Public Enquiries Unit of the Communications Branch. An additional informal access mechanism is available through the Resource Centre of the Secretary of State Library.

Requests for Department of the Secretary of State records under the *Access to Information and Privacy Act* should be addressed to

Access to Information and Privacy Co-ordinator  
Department of the Secretary of State of Canada  
Ottawa, Ontario  
K1A 0M5  
Telephone: (819) 997-4311

## Education Support Program

Through the Education Support Program, the Department co-ordinates action by the federal government in the area of education support, both nationally and internationally; contributes to the post-secondary education capacity throughout Canada by way of transfers to the provinces and territories for educational purposes; and works towards increased access of all qualified and interested Canadians to formal learning through the provision of loan guarantees and interest relief.

## Manuals

- Canada Student Loans Program: List of Eligible Institutions
- Canada Student Loans Program: Guidelines to Provinces
- Canada Student Loans Program: Guidelines for Lenders
- Canada Student Loans Program: Internal Procedures Manual

## EDP Systems

- Post-Secondary Education Support Project 2004
- Post-Secondary Education System Project 2981
- Needs Assessment Reporting — Projects 7400, 2983, 2065, 2066
- Canada Student Loans Program — Loans Subsystem — Project 2982
- Canada Student Loans Program — Claims Subsystem — Projects 2982, 2090, 2040

## Official Languages Program

The objective of the Official Languages Program is to foster a better appreciation among Canadians of the equal status of the two official languages and to provide Canadians with increased opportunities to



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participate fully, in either official language, in all aspects of Canadian society, thus enhancing their sense of belonging to the country.

### Manuals

- Translation Bureau Manual — describes the policies and procedures used by the Translation Bureau to carry out its activities.

### EDP Systems

- Metro — Project 2962
- Terminum III — Terminology Bank — Projects 2961, 2007
- Translation Data Systems (TDS) — Projects 2001, 2403, 2965, 2072, 2964
- TAUM Aviation (Traduction Automatique Université de Montréal) — Project 2045
- Customer Satisfaction Survey on Translation and Interpretation — Projects 2601, 2077
- Analysis of the Translation and Interpretation Evaluations Report — Project 2601-1

## Citizenship and Culture Program

This program aims to assist Canadians, especially cultural groups and those most in need, to achieve more equitable and equal opportunities for social growth, quality of life and fuller involvement in Canadian society; and to achieve an improved knowledge, appreciation and enjoyment of Canada and its cultural diversity. As well, the program aims to assist Canadians to achieve a greater awareness of human rights, fundamental freedoms and related responsibilities, and to increase respect for and compliance with Canada's domestic and international commitments.

### Manuals

- Funding Manual: Grants and Contributions — an operating tool designed for use by departmental staff in dealing with the administration of departmental funding activities.
- Citizenship Registration Manual — contains the legislation and procedural guidelines used in the administration of the Citizenship Registration Program.

## Administration and Regional Operations Program

This program aims to ensure, jointly and individually, with equity, the economical, efficient, effective and accountable realization of the Department's objectives and priorities, in a spirit of service to the public; and to contribute to an enhanced sense of belonging to the country, in each region for all Canadians.

Regional Operations carry out all departmental activities in all regions of the country, paying particular attention to the specific needs of each region. The Regional Offices also ensure regional participation and program development at a national level and facilitate communication to the public concerning departmental programs and activities.

The records existing in the Regional Offices are organized into classes of records and subject topics similar to those used by headquarters.

### Manuals

The following manuals describe departmental policies and procedures used to carry out the various support activities of the Department:

- Executive Directives
- Departmental Services
- Administrative Services
- Financial Management
- Financial Coding

- Personnel
- Readings in Personnel Administration
- Security Services

## Classes of Records

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SSC/ESP-005 *Formerly Identified as:* SS-10

### Post-Secondary Education Support (Revised)

*Description:* Administration of post-secondary education payments to the provinces and territories under the *Federal-Provincial Fiscal Arrangements Act* and *Federal Post-Secondary and Health Contributions Act* (1977) and co-operation with the Department of External Affairs in ensuring the effectiveness of Canada's participation in international educational fora and activities. *Topics:* Education — general; acts, bills, legislation and regulations; adult education; centres of specialization; commissions, committees, conferences, OECD, UNESCO; education policy, accountability, equalization, organizations; financing and funding — general; educational grants; established program financing; *Federal-Provincial Fiscal Arrangements Act*; provincial-territorial liaison (by province and territory); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment.

SSC/ESP-010 *Formerly Identified as:* SS-20

### Student Assistance

*Description:* Established in 1964, the Canada Student Loans Program (CSLP) is designed to make post-secondary education more accessible to interested and qualified Canadians and to facilitate geographic mobility in the choice of institutions. It provides loans to students with demonstrated financial need to help them meet the costs of full-time and part-time study at the post-secondary level. As well, it offers interest relief to unemployed ex-borrowers and forgiveness of loans to permanently disabled borrowers. *Topics:* Student Assistance — general; Canada Student Loans; legislation; federal-provincial co-operation on student assistance correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans full and part-time studies; interest relief; aid to disabled students.

SSC/OLP-015 *Formerly Identified as:* SS-40

### Translation Bureau

*Description:* The bureau facilitates communication in both official languages within the federal public service, and between the latter and the general public, by providing translation of texts to Parliament and government departments in a variety of languages through its translation services. Interpretation services provide simultaneous or consecutive interpretation, as well as multilingual interpretation to the House of Commons, courts, and official conferences. A sign-language service has also been set up to help public servants communicate more easily with the approximately 20,000 deaf Canadians. Linguistic services include terminology, documentation, training and language quality evaluation. Management services include planning, research evaluation, management information, administrative services and materiel maintenance. *Topics:* General; associations and organizations; bilingualism; conferences and seminars; translation services in general; client services; Planning, Management and Technology Branch; Liaison Secretariat; Terminology Directorate; Documentation Directorate; Linguistic Services Directorate (Training and Development, Language Quality, Research and Language Advisory Services); Translation Operations Branch: legal, scientific, economics, socio-administrative, and military and technical groups; multilingual services; Montréal Directorate; Québec City Directorate; Central Directorate; English Translation Directorate; Clearing Branch; Special Operations Branch; interpretation; Parliamentary translation.

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### SSC/OLP-020 *Formerly Identified as:* SS-50 **Promotion of Official Languages (Revised)**

*Description:* This component promotes the equal status of the two official languages and assists Canadians and their institutions in its achievement. Promotion of official languages embodies two main responsibilities: to foster awareness of Canada's linguistic quality and to support institutional bilingualism. *Topics:* Promulgation and implementation of laws recognizing the equal status of both official languages; fostering a national awareness of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, private sector establishments and non-federal public administrations.

### SSC/OLP-025 *Formerly Identified as:* SS-140 **Official Languages Communities**

*Description:* Through the Official Languages Communities component of the official languages program, the Government of Canada has created a program of assistance to francophones in the province and territories outside Québec and to anglophones in Québec. The program objectives are to encourage and assist the official language minorities at the national, provincial and community levels; to establish and maintain their institutions; to develop their organizations and to participate, in their language, in the social, educational, cultural and economic life of Canadian society. *Topics:* Development of institutional services for the minority; access to educational, health, recreational, and telecommunications services; maintenance and development of services provided by minority community organizations.

### SSC/OLP-030 *Formerly Identified as:* SS-30 **Official Languages in Education (Revised)**

*Description:* The activities of this program include the provision of financial assistance to the provinces and territories for minority language education and second official language instruction at all levels of the education system including summer language bursaries, official language monitors, teacher bursaries and fellowships to post-secondary students as well as scholarships through the Queen Elizabeth endowment fund; financial assistance to institutions and organizations to compile and share information on, or develop teaching techniques related to minority official language education and second official language instruction. *Topics:* Development of bilingualism; Bilingualism and Biculturalism Royal Commission; bilingual districts advisory board; provincial francophone associations; information — program and publicity; Official Languages in Education; summer language bursary program; official language monitor program; development of bilingualism in education; educational forum; correspondence with the public and educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels — federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; specific projects and activities, cost-shared by province and territory; language research — general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with national and inter-provincial organizations; protocol of agreements between the government of Canada and the Council of Ministers of Education Canada (CMEC) and bilateral agreements between the government of Canada and provincial and territorial governments, for minority official language education and second official language instruction.

### SSC/CCP-035 *Formerly Identified as:* SS-60 **Human Rights**

*Description:* The Human Rights Program achieves its objectives through a program of support for education, research and development work by non-governmental organizations as well as by operating a secretariat for the two major governmental human rights committees chaired by the Department: the Federal Interdepartmental Committee on Human Rights, which facilitates the co-ordination of the federal government's human rights

responsibilities, and the Continuing Federal-Provincial-Territorial Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation in matters relating to Canada's international human rights commitments. The activities of this program include the provision of both financial aid and technical support to organizations concerned with human rights development, the promotion of greater understanding among all groups, and assisting and co-ordinating the progress of human rights in Canada. *Topics:* Human Rights Program — general; 35th anniversary of the Universal Declaration of Human Rights; Canadian Constitution; Canadian Human Rights Commission; committees; conferences and seminars; discrimination; fellowship in human rights; freedom of information; human rights cases; Human Rights Day; international covenants on human, civil, political, economic, social and cultural rights; International Year for Human Rights (1968); International Year of the Child (1979); International Year of Disabled Persons (1981); International Youth Year (1985); legislation; racial discrimination; reports on human rights; United Nations; United Nations related intergovernmental agencies; United Nations economic and social council; Year Book on Human Rights.

### SSC/CCP-040 *Formerly Identified as:* SS-70 **State Ceremonial**

*Description:* State Ceremonial activities help foster a sense of national identity through the promotion of national symbols (the Canadian flag, national anthem) and the organization of state ceremonies. It is responsible for matters that concern the Queen in Canada as well as her representatives, the Governor General and the lieutenant-governors of the provinces. *Topics:* State Protocol and Special Events — general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; deaths, burials and state funerals; emblems and seals; Maple Leaf emblem; flags; gifts from Canada; gifts to Canada during centennial year; Governor General; Parliament; Parliament Hill; provincial matters, provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant-governors; Royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; statues of former Prime Ministers; portraits of former Prime Ministers.

### SSC/CCP-045 *Formerly Identified as:* SS-80 **Citizenship Registration and Promotion**

*Description:* Responsible for applying the new *Citizenship Act* of 1977, the branch provides services and facilities, including the regional citizenship courts, for the granting and issuing of proof of Canadian citizenship, and promotes the concept of Canadian citizenship through activities designed to encourage its acquisition and retention. *Topics:* *Citizenship Act*; natural-born Canadian citizens; loss of citizenship; resumption of citizenship; foundlings; Canadians other than natural-born; acquisition of Canadian citizenship; domicile, residence and lawful admission; automatic loss of citizenship; exemption from automatic loss of citizenship; loss of citizenship by revocation; status of Canadian citizens and recognition of British subjects; status of aliens; court procedures and evidence; citizenship appeal court; authority of Governor-in-Council, proclamations, regulations, designation; establishment of lawful admission, Canadian domicile or deportation; Newfoundland and Confederation; duties, liabilities, obligations after loss of nationality; violation and penalty for offence against the Act or regulations; repeal of *Naturalization Act* and *Canadian Nationals Act*; first schedule and nationality; citizenship laws and Commonwealth citizenship laws; other related statutes; foreign citizenship laws and other related statutes; Oath of Allegiance; Acts; certificates — citizenship naturalization; change of name; claims; external affairs; death; declaration of intention; denization; deportation; diplomatic relations; diplomats; disability; discretion of Minister; emigration; evidence of birth, adoption or legitimation; expatriation; hearings; immigration laws; interpreters and translators; language requirements; legal



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opinions; marriage; national registration; passports; pensions; sect, religion, refugees; resolutions; Royal Canadian Mounted Police records; seamen; statelessness; dual nationality; treaties; United Nations; service — Canadian Armed Forces, Foreign Armed Forces; voters — eligibility; war criminals; women, citizenship regulations; persons who are citizens; persons who are not citizens; grant of citizenship; lawful admission and permanent residence; adequate knowledge of language and of Canada; loss of citizenship; revocation of citizenship; resumption of citizenship, application, registration and fees; citizenship judges; Federal Court — Trial Division; security and public order; prohibitions; delegation and exercise of authority; legal proceedings; offences under the Act; liaison with other government departments; demographic policy; citizenship language and textbook agreements.

**SSC/CCP-050** *Formerly Identified as:* SS-90

### **Multiculturalism**

*Description:* Multiculturalism Canada carries out the federal 1971 multiculturalism policy. It initiates and co-ordinates related programs in co-operation with other federal departments and agencies at other levels of government and the private sector. Activities promote awareness of and appreciation for Canada's racial and cultural diversity. Financial and technical assistance is provided to representative ethnic and visible minority community groups, cross-cultural groups and organizations, institutions and individuals for activities undertaken in pursuit of the policy objectives. *Topics:* Multiculturalism Canada — general; program management; cultural enrichment — general, projects, supplementary schools, language teaching skills; performing and visual arts — general, film and audio-visual material; cultural integration — general, projects, English second language/French second language acquisition, immigrant women; group development — general, community development, skills development, organizational development; strategic assistance; intercultural communications — general, projects; multicultural centres; writing and publications — general, literature, histories, translations, resource and curriculum material (educational); ethnic studies — general, research, chairs of study public education — advertising and public relations activities; race relations; multiculturalism in education; immigrant women; research and analysis to the Minister of State for Multiculturalism and federal departments on the implication and application of multiculturalism as a federal policy.

**SSC/CCP-055** *Formerly Identified as:* SS-100

### **Women's Program**

*Description:* This program is the major federal organization responsible for providing advice, guidance, information and financial assistance to voluntary associations working to improve the status of women. Its objective is to encourage the full participation of women in Canadian society by increasing their ability to participate in all aspects of community life, and by urging major institutions to take concrete measures to improve their status. *Topics:* Women's Program — general; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment — affirmative action; International Women's Year — general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women — general, plan of action, other government departments, municipalities and agencies, action research.

**SSC/CCP-060** *Formerly Identified as:* SS-110

### **Voluntary Action**

*Description:* This program is designed to encourage Canadians to participate in public and community affairs through national and local voluntary organizations. The disabled persons participation program supports voluntary organizations controlled by disabled and handicapped persons, and initiatives designed to encourage their full participation in Canadian society. Both programs provide technical

and financial assistance to citizens' groups and associations in order to help them attain their participation objectives. *Topics:* Voluntarism — general; reports, research and studies; conferences, meetings and seminars; National Advisory Council on Voluntary Associations — general, consultations, research, studies and reports, Task Force reports and review, taxation and registered charities.

**SSC/CCP-065** *Formerly Identified as:* SS-120

### **Youth Participation**

*Description:* The goal of this program is to provide young Canadians with the opportunity to discover and better appreciate their country. The Department administers Open House Canada and finances the activities of Katimavik. *Topics:* Youth — general; Open House Canada; International Youth Year (1985); Youth Employment Programs — general, Student Community Service Program, Summer Student Employment and Activities Program; Summer Job Corps; Summer Youth Employment Program (1980); Summer Canada.

**SSC/CCP-070** *Formerly Identified as:* SS-130

### **Native Citizens (Revised)**

*Description:* This directorate is responsible for co-ordinating and administering seven programs serving Status Indian, non-Status Indian, Métis and Inuit organizations, and native-initiated and managed projects. These programs are designed to assist native people to identify their needs, to communicate their concerns and to develop the means to deal with them. They are the Native Friendship Centre Program, Native Communications Program, Northern Native Broadcast Access Program, Aboriginal Representative Organizations Program, Aboriginal Women's Program, Native Social and Cultural Development Program, and the Constitutional Review Program. The programs focus on native representative organizations, native constitutional concerns, native women, native people moving into urban areas, northern native broadcasting, community communication services and native social and cultural development which includes language retention. A consistent theme throughout all programs is that projects are community-based, initiated and managed by native people. *Topics:* Native citizens — general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and sports; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; laws; migrating native peoples; non-government native organizations; policy development; reports and studies; research; social and cultural development; sports; statistics and surveys; women; youth.

**SSC/CCP-075** *Formerly Identified as:* SS-131

### **International Youth Year**

*Description:* The secretariat is responsible for co-ordinating Canada's observance of International Youth Year. It administers a special grants program to assist youth groups, non-profit voluntary organizations and institutions in carrying out special projects to mark the Year. Projects that encourage the participation of youth in the decision-making process, offer an innovative and practical approach to addressing the concerns facing Canadian youth, promote public awareness of youth concerns and support the participation of a broad representation of young Canadians in activities promoting the themes of the Year (participation, development and peace) are eligible for funding. Preference will be given to those projects run for and by youth that relate to, and help mark, International Youth Year in Canada. It also gathers and disseminates information on IYY related projects and activities, and undertakes other special initiatives such as national youth forums on issues of concern to youth. The objectives of the federal IYY program are to integrate the concerns of youth with those of other groups in society and to increase public awareness in Canada of the interests, concerns, and accomplishments of young people. As the United Nations has designated 1985 as International Youth Year, the federal program for International Youth Year will end in March 1986. *Topics:* Administration; operations; government grants.



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SSC/CCP-080 *Formerly Identified as:* SS-132

### **Status of Disabled Persons (Revised)**

*Description:* This secretariat aids the Secretary of State in the role of advocate for the quality of life of disabled citizens. It does not have program responsibilities but rather, monitors and facilitates federal initiatives aimed at the integration and equality of disabled persons in Canadian society. The scope is national through all levels of government and the private sector, and international, through bodies such as the United Nations. Canada is currently developing a Plan of Action in response to the United Nations Decade of Disabled Persons, 1983-92. This endeavor involves the federal and provincial governments, voluntary organizations and the private sector. *Topics:* Disabled Persons - general; employment; equipment and technical aids; non-government organizations; hearing disabilities; physical disabilities; sight disabilities; psychiatric disabilities; mental disabilities; learning disabilities; Directory of Federal Services for the Handicapped and Disabled; Obstacles Report; World Program of Action concerning disabled persons.

SSC/CCP-085 *Formerly Identified as:* NO REFERENCE

### **Canadian Studies (New)**

*Description:* This directorate provides technical and financial assistance to individuals, organizations, Canadian businesses and corporations to advance the field of Canadian studies. Through its programs and activities the directorate encourages the development, distribution and use of Canadian studies learning materials, awards prizes for demonstrated excellence in classroom teaching of Canadian studies, supports the work of major national voluntary organizations committed to Canadian studies, promotes distance education and public education activities in identified areas, and encourages private sector support for Canadian studies in Canada through a matching dollar program. The directorate also acts as the co-ordinator for Canadian studies activities at the federal level and provides information on work in the field of Canadian studies to interested

persons. *Topics:* Canadian Studies - general; studies of Canadian social history; studies of the Canadian economy; studies of Canada as a northern nation; professional education case studies; Canadian science curriculum in a Canadian context; Canadian cultural studies; Canadian studies writing awards; print learning materials development; film and audio-visual learning materials development; computer-based and assisted learning materials development; Canadian studies learning materials dissemination; learning materials use; prizes for excellence in the field of Canadian studies; public education through distance learning; support for organizations involved in Canadian studies; investments in the future of Canadian studies; Canadian studies directory.

SSC/CCP-090 *Formerly Identified as:* NO REFERENCE

### **Youth Secretariat (New)**

*Description:* This secretariat was established in the spring of 1984 in response to the growing importance of problems facing youth by all sectors of the society. The Minister of State for Youth is responsible for the political, social, cultural and economic concerns of Canadian youth. *Topics:* Currently the secretariat has two components: the International Youth Year (IYY) Program, and the secretariat staff itself. The staff provides complete executive services to the Minister, accurate analyses of the youth situation and its measured progress. It develops strategic documents and policies, and designs and administers youth programs; provides liaison and co-ordination between parties from within and from outside the federal government; ensures the implementation of plans; and promotes youth aspirations in relation to Canadian government strategies.

SSC/ARO-095 *Formerly Identified as:* SS-150

### **Administration**

*Description:* This program is responsible for the management services consisting of planning, audit, evaluation and corporate policy; and central services which include finance, personnel, administrative services, communications, computer services and legal services.

# **SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL**

## **Chapter 89**

# SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

## SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

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# SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

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- 205 Electronic Data Banks

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- 210 Leave Fellowships
- 215 Post-doctoral Fellowships
- 220 Doctoral Fellowships
- 225 Special M.A. Scholarships
- 230 Jules and Gabrielle Léger  
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- 235 Special Postdoctoral  
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Sociology on Urban  
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- 240 Bora Laskin National  
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Rights Research
- 245 Program Committees
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ACCESS TO INFORMATION  
CO-ORDINATOR  
SOCIAL SCIENCES AND HUMANITIES  
RESEARCH COUNCIL  
P.O. BOX 1610  
OTTAWA, ONTARIO  
K1P 6G4

## Background

The Social Sciences and Humanities Research Council (SSHRC) was created in June 1977 by Act of Parliament. It took over the programs previously administered by the Humanities and Social Sciences Division of the Canada Council in April, 1978. Under the Act, the SSHRC, the Medical Research Council and the Natural Sciences and Engineering Research Council administer federal funds for university-based research and other scholarly activity.

The SSHRC is governed by a 22 member appointed Council chosen from the academic community and other major interest sectors of society.

## Laws and Regulations

- Government Organizations (Scientific Activities) Act, 1976
- Social Sciences and Humanities Research Council By-Laws

## Overall Responsibilities

The Council is primarily a grant-giving body whose funds are voted by Parliament. Its mandate, in terms of Section 5 of the *Government Organization (Scientific Activities) Act 1976*, is to promote and assist research and scholarship in the social sciences and humanities; and to advise the Minister on issues relevant to the research he or she may direct to the Council's attention.

To fulfill its mandate of promoting and assisting research and scholarship within the Canadian scholarly community, and to encourage its excellence, the Council has adopted the following objectives:

- to enhance the advancement of knowledge by assisting research;
- to assist in and advise on maintaining and developing the national capacity for research;
- to promote research which would contribute to the fulfillment of national objectives;
- to facilitate dissemination of research results and to increase Canada's international presence and recognition in the social sciences and humanities.

In pursuit of these goals, the Council administers fellowship programs for research training and support, and grants for research, international scholarly exchanges, research resources, scholarly publishing, conferences and other research-related activities. It conducts enquiries on the state of research in Canada in its disciplines, performs a leadership role in research policy and fulfills a liaison function with government and the scholarly community.

Files on all applicants for SSHRC grants and fellowships for the last four years are kept at the Council's office in Ottawa. The Council's policy on the retention/disposal of files is under review.

## General Information

For general information please contact the following:

### General, Parliamentary and Press Enquiries

Director of Information  
Social Sciences and Humanities Research Council  
P.O. Box 1610  
Ottawa, Ontario  
K1P 6G4  
Telephone: (613) 992-4283

### General Enquiries/Programs Administered by SSHRC

Fellowships: (613) 992-0525  
Research Grants: (613) 992-0566

Strategic Grants: (613) 992-3027

International Relations and Research Communications (613)  
992-4313

## Publications

All published material may be obtained from the Council's Information Division.

- Annual Report
- Council Update (newsletter)
- Program Brochures and Guidelines
  - Strategic Grants
  - Fellowships
  - Research Communications
  - International Relations
  - Support for Specialized Research Collections
- Reports
  - Academic Exchanges with the USSR: An Analysis and Evaluation of Provisions under the General Exchanges Agreement, 1980
  - Aid to Scholarly Communication, 1982
  - An Edited Volume of Proceedings Arising Out of a Preliminary Evaluation of Strategic Research Needs in the Human Context in Science and Technology Field, 1980
  - An Evaluation Assessment of the Leave Fellowship Program and Its Alternatives, 1979
  - An Evaluation Assessment Study of the Research Communication Division Program to Aid Scholarly Publication, 1983
  - An Evaluation of the Negotiated Grants Program, 1980
  - An Evaluation of the Total Communications Activities of the SSHRC and a Proposed Communications Plan for the Future, 1978
  - A "Round the Clock Job": a Selected Bibliography on Women's Work at Home in Canada, 1983
  - Canadian Archives, 1980
  - Canadian Research in Education: A State of the Art Review, CSSE, 1982
  - Canadian Scholarly Publishing, 1980
  - Community-Based Research: Report of the SSHRC Task Force on Native Issues, 1983
  - Data Book on Aspects of Language Demography in Canada, 1975
  - Doctoral Fellowships and the Labour Market, 1983
  - Education Research: Future Expectations and Past Performances, Wisenthal, 1982
  - Education Research in Canada: Aims, Problems and Possibilities, A State of the Art Review, CAPE, 1982
  - Ethics, 1977
  - Evaluation Assessment of Selected Sections of the International Program, 1982
  - Evaluation Assessment of the Development of the Management Research Program, 1981
  - Evaluation Assessment of the Family and Socialization of Children Program, 1984

# SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

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- Evaluation Assessment of the Human Context of Science and Technology Program, 1983
- Evaluation Assessment of the Population Aging Program, 1981
- Evaluation (Assessment) of the Post-doctoral Fellowships Program, 1981
- Evaluation Assessment Report on the Special M.A. Scholarship Program of the SSHRC, 1983
- Evaluation of an Area of Canadian Scholarship, 1975
- Evaluation of the Aid to Scholarly Publications Program, 1980
- Evaluation of the International Grants Program, 1984
- Evaluation Report on the Leave Fellowship Program and its Alternatives, 1979
- Evaluation Study of the Support to Specialized Collections Program, 1984
- Exchange of Scholars in the Humanities and Social Sciences Between Canada and China, 1981
- Language and Literacy in Canada, 1979
- Law and Learning, 1983
- L'évaluation de la recherche en sciences sociales. Volumes I and II, 1981
- Native Women in Canada: a Selected Bibliography, 1982
- Needs of Scholars at Small Universities, 1977
- Noble in Reason, 1981
- On the Objective Treatment of the Sexes in Research, 1985
- Phase I Report of the Evaluation of the Aid to Associations Program of the SSHRCC, 1983.
- Evaluation study of the Aid to Associations Program of the SSHRC, idem, 1984
- Report of the Commission on Graduate Studies in the Humanities and Social Sciences: Volumes I and II, 1978
- Report on the Commission on Graduate Studies in the Humanities and Social Sciences: Summary, 1978
- Report of the Consultative Group on the Individual, Language and Society, 1977
- Report of the SSHRCC General Research Grants Program Evaluation Project, 1984
- Report on Evaluation of the Population Aging Program, 1984
- Report on the Needs of Humanists in Research, 1977
- Researchers in the Social Sciences and Related Disciplines, Ahamad, 1984
- Research Activity in the Social Sciences, Adair, 1984
- Research on Post-Secondary Education in Canada, 1982
- Research Resources Program Evaluation Assessment, 1981
- Review of the Strategic Grants Program, 1983
- Solitudes and Communities: Research Library Resources in the 1980's, Cheney, 1983
- Special Masters Program Evaluation, 1984
- Survey Research, 1976
- The Challenge of Research on the Canadian Communities, 1979
- The Family and the Socialization of Children, 1980

- The Human Context for Science and Technology, 1980
- The Human Context for Science and Technology: Final Report, 1982
- The Individual, Language and Society in Canada, 1977
- Towards an Evaluation of a Research Grant Program, 1982
- University Management Education and Research: a Developing Crisis, 1980
- University Research Libraries, 1978
- Women in the Labour Force: a Selected Bibliography, 1982

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Social Sciences and Humanities Research Council  
P.O. Box 1610  
Ottawa, Ontario  
K1P 6G4  
Telephone: (613) 992-0562

## Secretariat

The secretary to the SSHRC administers the Secretariat Division and acts as secretary to the Council, the Liaison Committee with the Social Science Federation of Canada, the Canadian Federation for the Humanities, the Royal Society of Canada, the Canadian Association of Graduate Schools, the Canadian Association of Research Administrators, the Association of Universities and Colleges of Canada, and the Canadian Association of University Teachers. The secretariat maintains liaison with the provinces in the areas of the Council's concern, assists the president in developing and implementing Council policy, and organizes out-of-town meetings of the Council. The secretariat also administers the implementation of the *Access to Information Act* and the *Privacy Act*, and the strategic grants program of support for specialized research collections.

## Manuals

- Financial Administration Manual, SSHRC
- Access to Information and Privacy Act guidelines issued by the Treasury Board

## Information

This division is responsible for public relations with government, the scholarly community, the media and the general public; publication of the annual report, administrative information on fellowships and grants programs, reports of consultative groups, news releases and newsletters; preparation of official briefs, statements and speeches.

## Manuals

- Technical Manuals for Writing and Editing

## Evaluation

The division plans, carries out and co-ordinates the evaluation policy of Council programs, activities and procedures. It also conducts research and analysis related to the work of the Council and tests new methods for evaluating the results of research support.

## Manuals

- Guide on the Program Evaluation Function
- Principles for Evaluation of Programs



## Office of the Director General, Program Branch

The Office of the Director General, Program Branch, administers the branch which fosters, promotes and assists research through the delivery of Council's grants and scholarship programs.

## Research Grants

The division administers programs of financial support for scholarly research in the humanities and social sciences. It provides for adjudication of individual grant proposals, administers awards to successful applicants and provides funds directly to universities, on a formula basis, for small research and travel grants.

### Manuals

- Guide for Applicants
- Information and Instructions for Research Grant Adjudication

## Strategic Grants

Strategic grants are awarded to institutions and individual scholars to provide assistance for research or other scholarly work contributing to the fulfillment of national objectives. The two objectives of this program are the establishment of a basis of knowledge on identified social needs or problems — such as population aging, the family and the socialization of children, the human context on science and technology, women and work, managing the organization in Canada — and support for activities designed to help redress underdevelopment in specific areas in the humanities and social sciences. The latter include development of management research, aid to small universities and support for specialized research collections in university libraries.

### Manuals

- Aid to Small Universities
- Women and Work
- Population Aging
- Support for Specialized Research Collections
- Canadian Studies Research Tools
- Development of Management Research
- The Family and the Socialization of Children
- The Human Context of Science and Technology
- Identification of Themes

## International Relations and Research Communications

This division (formerly two separate divisions), is responsible for grants awarded for the following: aid to learned journals; aid to occasional scholarly conferences in Canada; aid to scholarly publications; and aid to scholarly associations. This division also administers the International Relations program which provides grants to encourage collaboration between Canadian and foreign scholars and to make the work of Canadian scholars better known abroad. Its aim is to develop, enhance and maintain a research communication network across Canada and throughout the world.

### Manuals

- Aid to Learned Journals in the Social Sciences and Humanities
- Aid to Occasional Scholarly Conferences in Canada
- Aid to Scholarly Associations
- Attendance Grants to Scholarly Associations

## Fellowships

This division administers scholarships and fellowships for research training and for independent research.

### Manuals

- Screening and Coding Instructions
- Application and Adjudication Procedures

## Classes of Records

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SHR/SEC-005 *Formerly Identified as:* SSHRC-10

### Secretariat Documents

*Description:* Official records and minutes of meetings held under the auspices of the Council.

SHR/SEC-010 *Formerly Identified as:* SSHRC-20

### Council Committees

*Description:* Information on the following Council committees — executive, audit and evaluation, liaison, ethics. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; correspondence.

SHR/INF-015 *Formerly Identified as:* SSHRC-40

### Information

*Description:* Information on Council programs and policies, publications, public relations. *Topics:* Annual report; newsletters; public relations (news releases, speeches, statements, press clippings); history and background of Council; publications (reports of enquiries, working groups, consultative groups, workshops); production of documents (application forms, brochures, guidelines, etc.); correspondence.

SHR/EVA-020 *Formerly Identified as:* SSHRC-50

### Evaluation of Programs

*Description:* Information on the evaluation of Council programs. *Topics:* Evaluation assessments; surveys; studies and reports.

SHR/EVA-025 *Formerly Identified as:* SSHRC-60

### Program Statistics

*Description:* Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards with various data on the applicants — academic discipline, language of application (English or French), sex, province of residence, university affiliation, citizenship (Canadian or permanent resident).

SHR/ODG-030 *Formerly Identified as:* SSHRC-30

### Committees of the Advisory Academic Panel

*Description:* Information on advisory academic panel and former sub-committees — steering, research, training, research support, research communication, program development. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; nominations from learned societies and universities; membership; meetings; correspondence.

# SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

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SHR/RES-035 *Formerly Identified as:* SSHRC-70

## **Research Grants**

*Description:* Individual case files for all applicants requesting a research grant.

SHR/RES-040 *Formerly Identified as:* SSHRC-71

## **Major Research Grants**

*Description:* Individual case files for all applicants requesting a major research grant.

SHR/RES-045 *Formerly Identified as:* SSHRC-80

## **Negotiated Grants**

*Description:* Information on grants to universities on behalf of teams of researchers carrying out a program of research.

SHR/RES-050 *Formerly Identified as:* SSHRC-90

## **Major Editorial Grants**

*Description:* Information on grants to universities on behalf of teams of researchers carrying out long-term, large-scale editorial projects.

SHR/RES-055 *Formerly Identified as:* SSHRC-100

## **General Research Grants**

*Description:* Information on requests for block funding to universities for small research and travel grants.

SHR/RES-060 *Formerly Identified as:* SSHRC-210

## **Program Committees**

*Description:* Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/RES-065 *Formerly Identified as:* SSHRC-220

## **Electronic Data Banks**

*Description:* In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/STR-070 *Formerly Identified as:* SSHRC-110

## **Population Aging**

*Description:* Information on requests from individuals, institutions or groups for grants in the area of population aging. *Topics:* Grant requests — strategic research grants, re-orientation grants, institutional grants, research tools and facilities grants, research initiatives grants, post-doctoral fellowships, post-doctoral renewal fellowships.

SHR/STR-075 *Formerly Identified as:* SSHRC-120

## **Family and the Socialization of Children**

*Description:* Information on requests from individuals, institutions or groups for grants in the area of family and the socialization of children. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-080 *Formerly Identified as:* SSHRC-121

## **Women and Work**

*Description:* Information on requests from individuals, institutions or groups for grants in the area of women and work. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-085 *Formerly Identified as:* SSHRC-130

## **Canadian Studies: Research Tools**

*Description:* Information on requests from individuals, institutions or groups for grants to prepare finding aids for primary and secondary source materials in the field of Canadian studies.

SHR/STR-090 *Formerly Identified as:* SSHRC-140

## **Aid to Small Universities**

*Description:* Information on requests from universities which meet the Council's eligibility criteria (fewer than 3,500 full-time students and, for federated and affiliated institutions, 50 miles from the senior university operating in the same language) for grants to help develop research potential.

SHR/STR-095 *Formerly Identified as:* SSHRC-150

## **Support for Specialized Research Collections in University Libraries**

*Description:* Information on requests from Canadian university libraries for grants to improve library collections which are considered as having national or regional significance for research in a particular area. *Topics:* Grant requests — regular program; Fleeting Opportunities program.

SHR/STR-100 *Formerly Identified as:* SSHRC-160

## **Development of Management Research**

*Description:* Information on requests from individuals or organizations for grants to help them develop or improve research capacity in the fields of management, business and administrative studies, including public administration. *Topics:* Grant requests — research, seed money, research workshops, doctoral completion fellowships, management re-orientation fellowships, research initiatives, summer methodology workshops.

SHR/STR-105 *Formerly Identified as:* SSHRC-240

## **Managing the Organization in Canada**

*Description:* Information on requests from individuals, institutions or groups for grants in the area of managing the organization in Canada, covering the development of innovation, entrepreneurship and marketing expertise for Canadian business and industry at home and abroad. *Topics:* Grant requests — research grants, seed money, research workshops, research initiatives.

SHR/STR-110 *Formerly Identified as:* SSHRC-170

## **Human Context of Science and Technology**

*Description:* Information on requests from individuals, institutions or groups for grants in the area of the human context of science and technology. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-115 *Formerly Identified as:* SSHRC-210

## **Program Committees**

*Description:* Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/STR-120 *Formerly Identified as:* SSHRC-220

## **Electronic Data Banks**

*Description:* In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.



## SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

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**SHR/IDR-125** *Formerly Identified as:* SSHRC-180  
**Aid to Learned Journals in the Social Sciences and Humanities**  
*Description:* Information on requests from learned societies, research institutions or groups of scholars for assistance towards publication costs of learned journals in the social sciences and humanities.

**SHR/IDR-130** *Formerly Identified as:* SSHDR-181  
**Aid to Scholarly Conferences in Canada**  
*Description:* Information on requests from universities or scholarly associations to provide partial travel and subsistence costs of participants in scholarly conferences held in Canada.

**SHR/IDR-135** *Formerly Identified as:* SSHRC-182  
**Aid to Scholarly Associations**  
*Description:* Information on requests from scholarly associations for assistance towards administrative costs.

**SHR/IDR-140** *Formerly Identified as:* SSHRC-183  
**Attendance Grants to Scholarly Associations**  
*Description:* Information on requests from scholarly associations for financial assistance towards members' travel to the annual meetings of the association.

**SHR/IDR-145** *Formerly Identified as:* SSHRC-184  
**Aid to Scholarly Publications**  
*Description:* Information on requests from the Social Science Federation of Canada and the Canadian Federation for the Humanities for block funds to administer a program of grants for Canadian scholarly publishing.

**SHR/IDR-150** *Formerly Identified as:* SSHRC-185  
**Other Programs**  
*Description:* As SSHRC funds permit, experimental and demonstration projects may be supported on innovative approaches to scholarly publishing using electronic technology.

**SHR/IDR-155** *Formerly Identified as:* SSHRC-200  
**Travel Grants for International Conferences**  
*Description:* Application files for grants intended to encourage Canadian scholars to participate in major international meetings.

**SHR/IDR-160** *Formerly Identified as:* SSHRC-201  
**Travel Grants for International Representation**  
*Description:* Application files for grants to Canadian members of international scholarly organizations for travel to management and policy meetings of these organizations.

**SHR/IDR-165** *Formerly Identified as:* SSHRC-202  
**Grant for International Collaborative Research**  
*Description:* Application files for grants to encourage Canadian scholars to collaborate with scholars in other countries on research projects of mutual interest.

**SHR/IDR-170** *Formerly Identified as:* SSHRC-203  
**Aid to International Secretariats in Canada**  
*Description:* Application files for grants to provide financial assistance to the secretariats of international organizations while they are located in this country.

**SHR/IDR-175** *Formerly Identified as:* SSHRC-204  
**Grants for International Congresses in Canada**  
*Description:* Application files for grants to assist Canadian scholars organizing international scholarly conferences in Canada.

**SHR/IDR-180** *Formerly Identified as:* SSHRC-205  
**Grants for Visiting Foreign Scholars**  
*Description:* Application files for grants intended for Canadian universities to invite distinguished foreign scholars for lectures and seminars in this country.

**SHR/IDR-185** *Formerly Identified as:* SSHRC-206  
**Grants to Lecture Abroad**  
*Description:* Application files for travel grants to Canadian scholars invited to lecture abroad.

**SHR/IDR-190** *Formerly Identified as:* SSHRC-207  
**Bilateral Exchange Programs**  
*Description:* Application files for grants under agreements between SSHRC and foreign governments. *Topics:* An agreement signed by the SSHRC and the Centre nationale de la recherche scientifique de la France to facilitate co-operation between French and Canadian scholars on research programs of common interest; an agreement signed by the SSHRC and the Chinese Academy of Social Sciences providing annually for the exchange of scholars to conduct research and give lectures; an agreement signed by the SSHRC and the Academy of Social Sciences of the Soviet Union providing for the exchange of up to ten scholars annually to conduct research and give lectures (program has been suspended since 1980); an agreement signed by the SSHRC and the Japan Society for the Promotion of Science providing annually for the exchange of scholars; an agreement signed by the SSHRC and the Academy of Sciences of Hungary providing annually for the exchange of scholars.

**SHR/IDR-195** *Formerly Identified as:* SSHRC-208  
**Special International Projects**  
*Description:* Application files for special projects of international scholarly interest funded under authorization of the SSHRC president.

**SHR/IDR-200** *Formerly Identified as:* SSHRC-210  
**Program Committees**  
*Description:* Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

**SHR/IDR-205** *Formerly Identified as:* SSHRC-220  
**Electronic Data Banks**  
*Description:* In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

**SHR/FEL-210** *Formerly Identified as:* SSHRC-190  
**Leave Fellowships**  
*Description:* Application files for university scholars on leave who are engaged in research or other scholarly activity in the humanities and social sciences and who have applied for financial support.

**SHR/FEL-215** *Formerly Identified as:* SSHRC-191  
**Post-doctoral Fellowships**  
*Description:* Application files for scholars who have been awarded an earned degree by a recognized university and who are requesting funds to engage in full-time post-doctoral research for 12 months at a recognized university or research institution; also application files for SSHRC Post-doctoral Fellowship holders applying for a second year of support.



## SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

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SHR/FEL-220 *Formerly Identified as:* SSHRC-192

### **Doctoral Fellowships**

*Description:* Application files for students who have completed one year of graduate studies beyond the honours B.A. or its equivalent and who are seeking financial assistance to carry out a program of studies leading to a Ph.D. or its equivalent in the humanities and social sciences; also application files for SSHRC Doctoral Fellowships holders applying for a second or third year of support.

SHR/FEL-225 *Formerly Identified as:* SSHRC-193

### **Special M.A. Scholarships**

*Description:* Application files for Canadian students in the final year of an honours B.A. program or its equivalent at a Canadian university who wish to receive financial assistance to pursue a master's degree program; Queen's Fellowships are offered annually to three students selected from special M.A. scholarships applicants for graduate work in Canadian studies.

SHR/FEL-230 *Formerly Identified as:* SSHRC-194

### **Jules and Gabrielle Léger Fellowship**

*Description:* Application files for senior scholars for research and writing on the history, role and function of the Crown and the Governor-General in a parliamentary democracy.

SHR/FEL-235 *Formerly Identified as:* NO REFERENCE

### **Special Post-doctoral Fellowship for Research in Sociology on Urban Poverty in Canada (New)**

*Description:* Application files for scholars who have been awarded an earned doctoral degree by a recognized university and who are

requesting funds for a special post-doctoral fellowship to engage in research in sociology on urban poverty in Canada.

SHR/FEL-240 *Formerly Identified as:* NO REFERENCE  
**Bora Laskin National Fellowship in Human Rights Research (New)**

*Description:* Application files for scholars requesting funds to pursue a specific multi-disciplinary program of work in Human Rights research.

SHR/FEL-245 *Formerly Identified as:* SSHRC-210

### **Program Committees**

*Description:* Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/FEL-250 *Formerly Identified as:* SSHRC-220

### **Electronic Data Banks**

*Description:* In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

## **Deleted Classes of Records**

SSHRC-230 Women and Work



# **DEPARTMENT OF THE SOLICITOR GENERAL**

## **Chapter 90**



**DEPARTMENT OF THE SOLICITOR GENERAL**  
(SGC)

(SGC)

POLICE AND SECURITY  
BRANCH

(PSB)

(PSB)

005 Commissions of Enquiry  
010 Fingerprint Examiner  
015 Policing and Law Enforcement  
020 Contingency Planning —  
Security Planning and Co-ordination  
025 Protection of Privacy  
030 Security Intelligence Committees  
035 Security Information  
040 Security Policy  
045 VIP Protection Program

POLICY BRANCH

(POL)

(POL)

060 Capital Punishment  
065 Community-Based Corrections  
070 Correctional Manpower Development  
075 Corrections  
080 Crime  
085 Criminal Justice  
090 Diversion  
095 Institution (Prison) Design  
and Programs  
100 Juvenile Justice  
105 Juvenile Offender  
110 Public Attitudes  
115 Special Offender Populations

PROGRAMS BRANCH  
(PRB)

(PRB)

050 Incarceration (Imprisonment)

CORPORATION SYSTEMS  
(DSG)

(DSG)

055 Program Evaluation Studies

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
MINISTRY SECRETARIAT  
DEPARTMENT OF THE  
SOLICITOR GENERAL  
340 LAURIER AVENUE WEST  
OTTAWA, ONTARIO  
K1A 0P8

# DEPARTMENT OF THE SOLICITOR GENERAL

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## Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the *Department of the Solicitor General Act*, which assigned to the Solicitor General responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

By 1973, evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a Ministry, incorporating the Office of the Correctional Investigator, the Correctional Service of Canada, the National Parole Board, the Royal Canadian Mounted Police and the Secretariat. On July 16, 1984, the newly established Canadian Security Intelligence Service was also added to the Ministry.

## Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of Acts, notably the *Royal Canadian Mounted Police Act*, the *Penitentiary Act*, the *Parole Act*, the *Prisons and Reformatories Act*, the *Immigration Act*, the *Official Secrets Act*, the *Canadian Security Intelligence Service Act*, the *Criminal Records Act*, and the Criminal Code of Canada. In addition, the agencies of the Ministry have an operational responsibility for the discharge of functions under Acts such as the *Criminal Identification Act*, the *Diplomatic and Consular Privileges and Immunities Act*, the *Fugitive Offenders Act* and the *Migratory Birds Act*, among others. Specific mandates of the Ministry's agencies are as follows.

The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles, at the federal and federal-provincial levels, in four major areas: criminal justice, corrections, police, and security.

The RCMP is responsible for the enforcement of federal statutes, the provision of police services under provincial and municipal contracts, and of national police services.

The Correctional Service of Canada is responsible for the custody of inmates, their health care, education, training and employment. It also provides inmate counselling and personal development programs and supervises parolees.

The National Parole Board is responsible for granting or denying parole, including day parole, to inmates of federal and provincial prisons. It also rules on unescorted temporary absences for inmates of federal penitentiaries and recommends the exercise of the Royal Prerogative of Mercy and the granting of pardons.

The Correctional Investigator's mandate is to investigate complaints from or on behalf of incarcerated persons and report upon problems identified; in essence, acting as an ombudsman, endeavouring to resolve complaints by administrative action.

The Canadian Security Intelligence Service (CSIS) collects, analyses and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada.

The Office of the Correctional Investigator, the RCMP, the Correctional Service of Canada, the National Parole Board and the Canadian Security Intelligence Service are described in greater detail elsewhere in this Register with a complete listing of the information they hold. Requests for access to information specifically related to these agencies should be directed to the Access Co-ordinator of the particular agency.

The Secretariat, which reports to the deputy solicitor general, is

described below with a complete listing of the information banks under its control.

## General Information

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining information. Please contact

Communications Division, Programs Branch  
Ministry of the Solicitor General  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P8  
Telephone: (613) 995-4811

You may also consult the

Ministry Library and Reference Centre  
Criminology Documentation Centre  
Ministry of the Solicitor General  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P8  
Telephone: (613) 995-4811

## Ministry Public Reading Room

Access to policy, administrative and operational manuals which employees of the Ministry utilize to administer current government programs and other reference material is available in the Ministry Public Reading Room, located on the ground floor of the Ministry headquarters at 340 Laurier Avenue West, Ottawa. Telephone number (613) 995-4811, Ext. 176.

## Access Procedures

Requests for access to information which may be held in the Secretariat and is not available through the general information service should be addressed to

Access to Information and Privacy Co-ordinator  
Ministry Secretariat  
Ministry of the Solicitor General  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P8  
Telephone: (613) 995-4811

## Office of the Inspector General

The Inspector General is responsible for the monitoring and review of the operational activities of the Canadian Security Intelligence Service.

## Police and Security Branch

The branch provides policy advice to the Solicitor General on the role, priorities, programs and operational activities of the Royal Canadian Mounted Police and the Canadian Security Intelligence Service. The branch also develops policy on federal law enforcement, national policing issues, national security and contingency planning.

To facilitate the realization of the government's commitment to provide clear direction to the RCMP and the Canadian Security Intelligence Service, and to ensure the accountability of these organizations to Parliament, the branch has two directorates: the Police and Law Enforcement Policy Directorate and the Security Policy and Operations Directorate. In addition, there is a Security Planning and Co-ordination Division and a Security Advisory Committee Secretariat which under the division's director, has

# DEPARTMENT OF THE SOLICITOR GENERAL

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primary responsibility for the development of government administrative security policies.

## Security Policy and Operations Directorate

The security components of the branch were reorganized, effective February 1, 1983, to form a new Security Policy and Operations Directorate. The directorate now comprises two divisions: Security Policy, and Security Operations.

The directorate is responsible for reviewing operational proposals referred to the Minister by the Canadian Security Intelligence Service (CSIS) to ensure their conformity with Ministerial guidelines and standards; reviewing applications by the CSIS to the Solicitor General for approval to implement special investigative techniques provided for by the *Canadian Security Intelligence Service Act*; reviewing the government's national internal security policies and CSIS' general operational policies in order to provide advice to the Solicitor General; and reviewing all proposed changes in government policy and legislation which may have an impact on existing national internal security policies, with a view to advising the Solicitor General on co-ordinating the needs of national security and other areas of government policy.

## Security Planning and Co-ordination Division

This division is responsible for developing and co-ordinating government policy and program roles in support of the federal government's national counter-terrorism arrangements; and the development of contingency plans in response to internal security or civil emergency situations in which the Ministry has a lead role. It is also responsible for the Security Advisory Committee Secretariat.

## The Security Advisory Committee Secretariat

The Security Advisory Committee (SAC) is an inter-departmental committee of senior security officials of departments having major security responsibilities. The Chairman is the senior assistant deputy solicitor general. He is assisted by a small Secretariat which reports to the director, Security Planning and Co-ordination. An executive committee of the SAC meets monthly to consider major security policy issues and to identify and plan future priorities.

The Secretariat is responsible for developing federal administrative security policies; advising departmental security officers on matters of general security policy; monitoring the publication of security intelligence documents; and providing direction and support to various sub-committees of the SAC dealing with specialized areas of security.

## Police and Law Enforcement Policy Directorate

This directorate is responsible for developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; reviewing RCMP policy and expenditure submissions; developing policy for federal-provincial law enforcement initiatives; and participating in the development of policy initiatives with federal and national policing and law enforcement implications.

## Programs Branch

The Programs Branch is the Ministry's research and development arm. Its primary aim is to produce sound information through demonstration, research and evaluation, and to communicate this information to improve criminal justice legislation, policy, programs and operations. The branch strives to make accessible the results of research and development and practical experience.

The branch research and development mandate encompasses two interrelated activities:

- knowledge building which is based on research, statistics, experimental programs, and dissemination of information from these activities; and
- technical expertise and services such as communications and media-relations, data processing activities, library and reference services, criminal justice employment programs, and major public involvement campaigns such as Crime Prevention Week.

## Research Division

The Research Division conducts social science research on issues that are relevant to the priorities of the Ministry. There are two distinct but interrelated goals of this research. The first is to provide sound information and research-based policy advice for the planning and evaluation of Ministry policies and programs. This research is usually undertaken at the request of Ministry officials, although the findings from these studies also serve to identify emerging issues and new Ministry initiatives. The second is to assist provincial and local criminal justice agencies in the areas of policing, corrections, and other areas of common concern. This research enables the Secretariat to play a leadership role to support the development of experimental programs that can serve as models across Canada.

These research efforts are accomplished through contracting out for research studies and in-house data analysis; communicating the results or findings of the research; identifying research requirements or gaps in knowledge; providing research based policy advice to the criminal justice system; and supporting the development of Canadian criminal justice research manpower and resources through provision of support to Canadian research centres.

## Statistics Division

The Statistics Division provides professional and technical services to the Secretariat and the Ministry agencies and promotes the development of better information and statistics in the criminal justice system. This is accomplished through:

- identification of criminal justice policy areas requiring a quantitative base for decision making, and developing means to provide the necessary data and analysis;
- conduct of statistical studies and surveys;
- participation in the development of co-ordinated federal/provincial efforts to strengthen the availability of comprehensive criminal justice information and statistics, and improve the scope, validity and timeliness of the information for use in operations, management and policy decision-making related to ministry priorities;
- maintenance of a base of up-to-date statistics, identification of gaps, and participation in statistics-gathering activities to lessen the gaps;
- provision of data processing support to the Secretariat through development of computer technology, acquisition of hardware, systems design, technical support, training, and preparation of data processing plans;
- participation in the development of policies on information system and statistical data gathering;
- co-ordination of project evaluation and implementation of information systems to assist in the monitoring and evaluation of research and development projects; and
- dissemination of information through the release of the results of statistical analyses and studies.



# DEPARTMENT OF THE SOLICITOR GENERAL

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## Consultation Centre

The Consultation Centre is essentially an agent for change and improvement in the criminal justice system. Through the processes of consultation and experimentation, the centre tests and develops innovative problems, increases community participation in criminal justice issues; facilitates information exchange and technology transfer amongst federal, provincial and municipal government organizations and private and voluntary sector organizations, and assists and encourages inter-governmental and intra-governmental planning for criminal justice policies and programs.

To accomplish these objectives, the Consultation Centre organizational structure includes a national headquarters in Ottawa and regional offices in Moncton, Montréal, Toronto, Saskatoon, Edmonton and Vancouver.

## Communications Group

The Communications Group explains Ministry objectives, roles and activities to all those within the criminal justice system and the public, and serves the information and communication needs of the Solicitor General in the exercise of his or her constitutional responsibility.

The division places special emphasis on converting the results of research and development to appropriate forms for use by components of the justice system and on effective liaison with representatives from various Canadian media.

The Communications Group accomplishes its tasks by:

- developing and implementing communications policies and strategic plans, in conjunction with Ministry agencies;
- establishing a well-balanced and co-ordinated program of information for the public-at-large and the public specifically interested in the criminal justice system;
- responding to the needs of the news media when information is required regarding the activities of the Ministry;
- producing Ministry publications, special reports, press releases and speeches;
- producing audio-visual materials such as films, videotapes and public service announcements;
- co-ordinating the Ministry participation in major fairs, conferences, and travelling exhibits designed to inform the public about federal initiatives in criminal justice;
- publishing *Liaison*, the only monthly magazine for the criminal justice system in Canada;
- maintaining a daily press clipping service for the Ministry;
- providing library services to the Ministry; and
- operating a National Victims Resource Centre, which makes available a wide variety of information to those involved in assistance to victims of crime in Canada.

## Management Support Group

The Management Support Group provides management and executive support services to the Programs Branch to enable it to fulfill its Ministry-wide responsibility for criminal justice research and development, to ensure productive and efficient operations and to co-ordinate interaction between the branch and central agencies of the government and the central services of the Secretariat. Major areas of activity include: management overviews for decision making; research and development project administration; multi-year and contingency planning; resource utilization measurement and forecasting; and general administration matters.

## Administration Branch

The branch is responsible for the preparation, implementation and overall administration of personnel, financial and administrative policies, programs, systems, procedures and services to assist the Ministry Secretariat in meeting its organizational objectives. These responsibilities include providing specialized advice and services to ensure delivery of Secretariat programs in accordance with legislative and central agency requirements.

## Corporate Systems

Corporate Systems is responsible for corporate level planning and management systems, management information systems, audit, program evaluation, management review and related management tools used in the Ministry Secretariat. It also co-ordinates the use of these instruments, where required, with other components of the Ministry or with external authorities.

## Policy Branch

This branch is responsible for formulating strategic policies and strategies concerning criminal justice, juvenile justice and correctional issues, and for providing advice to the deputy minister and the Minister on a wide range of related issues requiring public policy determination. The branch is comprised of directorates responsible for Criminal Justice Policy (including Firearms and International Relations sections), Corrections Policy, and Young Offenders policy matters.

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## Classes of Records

SGC/PSB-005 *Formerly Identified as:* SGC-10

### Commissions of Enquiry

*Description:* Information on legal and policy advice provided to the government respecting matters pertaining to commissions of enquiry having to do with the Royal Canadian Mounted Police. *Topics:* Commission of Enquiry Concerning Certain Activities of the RCMP; Commission d'enquête sur des opérations policières en territoire québécois; Royal Commission of Enquiry into the Confidentiality of Health Records in Ontario; Commission of Enquiry into the Royal American Shows Inc. and its activities in Alberta.

SGC/PSB-010 *Formerly Identified as:* SGC-20

### Fingerprint Examiner

*Description:* Information on requirements for designation and revocation of fingerprint examiners under Section 594(4) of the Criminal Code. *Topics:* Requirements, designation, revocation. *Retrievability:* Files are arranged by province.

SGC/PSB-015 *Formerly Identified as:* SGC-140

### Policing and Law Enforcement

*Description:* Information on issues related to federal policing and law enforcement generally, excluding national security; police accountability to the executive and the public; preventive policing; also the resources, role, function, services, management, administration and operations of the RCMP. *Topics:* Federal law enforcement policy; law enforcement and the prosecutorial function; Criminal Code Review and police powers; Marine Commission recommendations; ports and railway policing; Police Week; natives and women in policing; recruitment; discipline; productivity; training; safety; accountability; private policing; policy discretion; patrol; patrol strategies; traffic; role concepts; RCMP policy.

## DEPARTMENT OF THE SOLICITOR GENERAL

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SGC/PSB-020 *Formerly Identified as:* SGC-170

### **Contingency Planning — Security Planning and Co-ordination**

*Description:* Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity. *Topics:* Contingency plans in peacetime; war; hijacking; hostage-taking; counter-terrorism programs; Ministry Crisis Centre; exercises.

SGC/PSB-025 *Formerly Identified as:* SGC-180

### **Protection of Privacy**

*Description:* Information on the administrative aspects of Section 178 of the Criminal Code, on the authorization of the use of electronic surveillance for the interception of private communications. *Topics:* Requests; designators; policy; legal advice; operational reports; enquiries. *Retrievability:* Files are arranged by topic, police force and authorization number.

SGC/PSB-030 *Formerly Identified as:* SGC-190

### **Security and Intelligence Committees**

*Description:* Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. *Topics:* Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. *Retrievability:* Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

SGC/PSB-035 *Formerly Identified as:* SGC-200

### **Security Information**

*Description:* The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. *Topics:* Internal security — policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports.

SGC/PSB-040 *Formerly Identified as:* SGC-210

### **Security Policy**

*Description:* Information on administrative internal security policies and national internal security policies of the Government of Canada. *Topics:* Administrative security policy analysis and implementation, including personnel, physical security information, EDP, communications and technical security; national internal security policy, including administration of Acts, advice on pending legislation, and policy support to the Solicitor General in relation to Ministerial direction of the RCMP and the Canadian Security Intelligence Service.

SGC/PSB-045 *Formerly Identified as:* SGC-220

### **VIP Protection Program**

*Description:* Information on the administrative aspects of the implementation of the program designed for the protection of VIPs and designated officials. *Topics:* Protection policy; requests for protection; protection briefings; telecommunications.

SGC/PRB-050 *Formerly Identified as:* SGC-100

### **Incarceration (Imprisonment)**

*Description:* Information on topics arising as a result of a sentence to a prison term. *Topics:* Policy; aspects of incarceration, long-term incarceration; classification and typologies; inmate rights; health care guidelines; correctional investigator; dissociation; grievance procedures; riots; hostage taking; disruptions; suicide; independent chairperson process.

SGC/DSG-055 *Formerly Identified as:* NO REFERENCE  
**Program Evaluation Studies (New)**

*Description:* The information bank for multiple data collection will provide data on the various program components of the Secretariat, to enable a comprehensive evaluation of the programs and their impacts. The data collected will promote more effective, efficient and innovative management of the Solicitor General Secretariat. *Topics:* The following three studies are included in fiscal year 1985-86: Victims Evaluation Study; Crime Prevention Evaluation Study; and Young Evaluation Framework.

SGC/POL-060 *Formerly Identified as:* SGC-30

### **Capital Punishment**

*Description:* Information on policy, enquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data).

SGC/POL-065 *Formerly Identified as:* SGC-40

### **Community-Based Corrections**

*Description:* Information on the issues regarding the convicted offender serving all or part of his or her sentence in the community. *Topics:* Policy; parole decision making; mandatory supervision; remission procedures; temporary absences; caseload management; alternative sentencing; factors of success; procedural safeguards; parole and peace officer role; and probation.

SGC/POL-070 *Formerly Identified as:* SGC-50

### **Correctional Manpower Development**

*Description:* Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection.

SGC/POL-075 *Formerly Identified as:* SGC-60

### **Corrections**

*Description:* The incarceration or imprisonment aspects of the criminal justice system process; all issues having to do with the offender, the institutions, institution services, exchange agreements respecting offenders, parole and clemency. *Topics:* Enquiries; peace and security; cost of corrections; objectives; federal corrections policy; exchange agreements; parole services; clemency; statistics.

SGC/POL-080 *Formerly Identified as:* SGC-70

### **Crime**

*Description:* Information on the nature and study of various types of crime; also on projects designed to develop policies, procedures or educational programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; rape; computers and crime; white-collar crime; terrorism; cannabis; Police Training Manual; anti-vandalism; Crime Prevention Kit.

SGC/POL-085 *Formerly Identified as:* SGC-80

### **Criminal Justice**

*Description:* Information on all aspects of the criminal justice system. *Topics:* Drugs; objectives of the criminal justice system; rights and responsibilities of persons in contact with the criminal justice system; myths on crime and criminal justice; native peoples; sentencing; victims; gun control; Criminal Code Review.

SGC/POL-090 *Formerly Identified as:* SGC-90

### **Diversion**

*Description:* Information on the deflection of potential contact with any element of the criminal justice system (police, courts, institutions, parole). *Topics:* Diversion inventory; strategy; Community Kit; National Information Bank.

## DEPARTMENT OF THE SOLICITOR GENERAL

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SGC/POL-095 *Formerly Identified as:* SGC-110

### **Institution (Prison) Design and Programs**

*Description:* Information on specific programs, planned or in operation, within the institutions; research and evaluation of these programs; research and statistical data for long-range planning of institution size and design features. *Topics:* Policy; life skills; therapeutic programs; trade and education; treatment; living units; behaviour modification.

SGC/POL-100 *Formerly Identified as:* SGC-120

### **Juvenile Justice**

*Description:* Information on issues related to juveniles coming into contact with, or in conflict with the law. *Topics:* Policy; analysis — juvenile delinquency statistics; transfer — juvenile to adult court; adults contributing to juvenile delinquency.

SGC/POL-105 *Formerly Identified as:* SGC-130

### **Juvenile Offender**

*Description:* Information on issues related to the convicted juvenile during the incarcerated period. *Topics:* Policy; juvenile programs; group home programs; community programs; classification and typologies.

SGC/POL-110 *Formerly Identified as:* SGC-150

### **Public Attitudes**

*Description:* Information on the attitudes of individuals towards the criminal justice system. *Topics:* Policy; attitudes towards agents of the system; offender attitudes; children's attitudes.

SGC/POL-115 *Formerly Identified as:* SGC-160

### **Special Offender Populations**

*Description:* Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. *Topics:* Policy; females; native peoples; sex offenders; drug offenders.





# **STANDARDS COUNCIL OF CANADA**

## **Chapter 91**

# STANDARDS COUNCIL OF CANADA

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STANDARDS COUNCIL OF CANADA  
(SDC)

NATIONAL  
STANDARDIZATION  
BRANCH

(NSB)

005 Metric Conversion of Standards  
010 Certification and Testing  
015 Standards Activities

EDUCATION AND  
INFORMATION  
BRANCH

(EIB)

020 Standards Information  
025 Public Relations

INTERNATIONAL  
STANDARDIZATION  
BRANCH

(ISB)

030 International Standardization  
Organization  
035 International Electrotechnical  
Commission

ADMINISTRATION  
AND FINANCE  
BRANCH

(AFB)

040 Financial Records

ACCESS TO INFORMATION  
CO-ORDINATOR  
STANDARDS COUNCIL OF CANADA  
350 SPARKS STREET  
OTTAWA, ONTARIO  
K1R 7S8



## Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to foster and promote voluntary standardization in Canada as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards.

## Overall Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards writing, certification and testing, co-ordinated by the SCC. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

## General Information

The Council operates a Standards Information Service (SIS) which assists users of standards in identifying the existence of standards documents they may require; it also identifies the organizations responsible for publishing them and advises where and how standards documents may be purchased or procured. The service is a co-operative venture of the Standards Council of Canada and the five accredited standards writing organizations of the National Standards System.

The Standards Information Service can be reached by writing to:

Standards Council of Canada  
Standards Information Service  
350 Sparks Street  
Ottawa, Ontario  
K1R 7S8  
Telephone: (Toll Free) 1-(800) 267-8200

## Access Procedures

Formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Standards Council of Canada  
350 Sparks Street  
Ottawa, Ontario  
K1R 7S8  
Telephone: (613) 238-3222

## National Standardization Branch

The branch assesses, and recommends for accreditation, organizations engaged in standards writing, testing and certification. It co-ordinates voluntary standardization activities among standards-writing organizations, and maintains liaison with federal and provincial government authorities in the field of standardization. The branch

also reviews standards for acceptance as national standards of Canada, and co-ordinates the implementation of international standards in Canada. The branch co-ordinates Canadian participation on the International Organization for Standardization's policy committees for Conformity Assessment (ISO-CASCO), Organization for Standardization for Consumer Policy (ISO-COPOLCO), and the International Laboratory Accreditation Conference (ILAC).

## Manuals

- Criteria and Procedures for Accreditation of Standards-Writing Organizations
- Criteria and Procedures for the Preparation and Approval of National Standards of Canada
- Criteria and Procedures for Accreditation of Certification Organizations
- Criteria and Procedures for Accreditation of Testing Organizations
- Preparation and Submission of Standards for Approval as National Standards
- Conversion of Standards: Expression of Measurement, Identification of SI Standards
- Procedures for Canadian Adoption of International and Foreign Standards
- Procedures for the Recognition of Primary Responsibility for Subject Areas
- Guide on Referencing the Verification of Conformity in Standards
- Supplementary Procedures for Developing Quality Assurance Documents
- Procedures for Liaison with Government Master Construction Specification Organizations
- Guidelines for the Implementation of the Standards Council of Canada Program for Accreditation of Certification Organizations
- Manual of Procedures for Canadian Participation in International Organization for Standardization Conformity Assessment (ISO-CASCO)
- Manual of Procedures for Canadian Participation in International Organization for Standardization for Consumer Policy (ISO-COPOLCO)
- Guideline for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations
- Glossary of Common Administrative Terms Used in Standardization Activities
- Guidelines for Preparing an Application for Accreditation: Testing Organizations

## Education and Information Branch

The branch develops, recommends and implements national information programs to communicate to the public at large and the technical, business and industrial communities in particular, information on standards and their application, standardization activities, and the developments taking place within the National Standards System of Canada. The branch operates a national centre for information on standards and standards documents, is the Canadian enquiry point required by the General Agreement on Tariffs and Trade (GATT) and the Agreement on Technical Barriers to Trade, and functions as Canadian member of the International Organization for Standardization Information Network (ISONET). The branch co-ordinates Canadian participation on the ISO Committee on Information (INFCO). It also sponsors programs for national education and assistance to developing countries.

## International Standardization Branch

The branch is responsible for ensuring the effective Canadian participation in the work of the International Organization for

# STANDARDS COUNCIL OF CANADA

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Standardization (ISO), the International Electrotechnical Commission (IEC) and other international standardization organizations, and that this participation meets the national need. It also assists the National Standardization Branch in the harmonization of international standards with Canadian standards, and the implementation of international standards in Canada.

## Manuals

- Criteria for Canadian Voting on Draft International Standards
- Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonization Work
- Responsibilities and Procedures for the Canadian National Committee of the International Electrotechnical Commission
- Responsibilities and Procedures for the Canadian National Committee of the International Organization for Standardization

## Administration and Finance Branch

The branch ensures the co-ordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the *Standards Council of Canada Act* and by-laws. It provides administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

## Manuals

- Financial Administration Manual
- Financial Signing Authorities

## Classes of Records

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SDC/NSB-005 *Formerly Identified as:* SSC-10

### Metric Conversion of Standards

*Description:* Information on the SI standards conversion program. *Topics:* Metric Commission steering and sector committees; federal and provincial government conversion committees; advisory committee; non-Canadian standards conversion activities; metrication policy enquiries, weights and measures, articles and publications; screening for proper SI usage.

SDC/NSB-010 *Formerly Identified as:* SSC-20

### Certification and Testing

*Description:* Information on council programs for the accreditation of products and services to determine conformity of standards, participation on International Organization for Standardization Conformity Assessment (ISO-CASCO) and International Laboratory Accreditation Conference (ILAC). *Topics:* Accreditation of certification organizations; accreditation of testing organizations; advisory committees; quality assurance; calibration of test equipment.

SDC/NSB-015 *Formerly Identified as:* SSC-30

### Standards Activities

*Description:* Information on council standards activities. *Topics:* Advisory committees; accreditation of standards-writing organizations; co-ordination of voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison — organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.

SDC/EIB-020 *Formerly Identified as:* SSC-40

### Standards Information

*Description:* Information on national, regional, foreign and international standards, technical regulations, certification systems and other matters related to standardization, including a grant for research. *Note:* The branch maintains computerized data bases containing bibliographic data on Canadian standards, and standards referenced in federal government regulations, which are used to produce directories for sale to the public.

SDC/EIB-025 *Formerly Identified as:* SSC-50

### Public Relations

*Description:* Information on communications with the media, publication of periodicals and information documents, development of audio-visual material and participation in commercial exhibitions and trade fairs. *Topics:* Films; press releases and press monitoring; promotions and advertising; publications and periodicals; responses to information requests.

SDC/ISB-030 *Formerly Identified as:* SSC-60

### International Organization for Standardization

*Description:* Information on Canadian participation in technical committee work of the International Organization for Standardization to promote the development of international standards, to facilitate international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. *Topics:* Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SDC/ISB-035 *Formerly Identified as:* SSC-70

### International Electrotechnical Commission

*Description:* Canadian technical committee participation in the work of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and unification of national electrotechnical standards. *Topics:* Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SDC/AFB-040 *Formerly Identified as:* NO REFERENCE

### Financial Records (New)

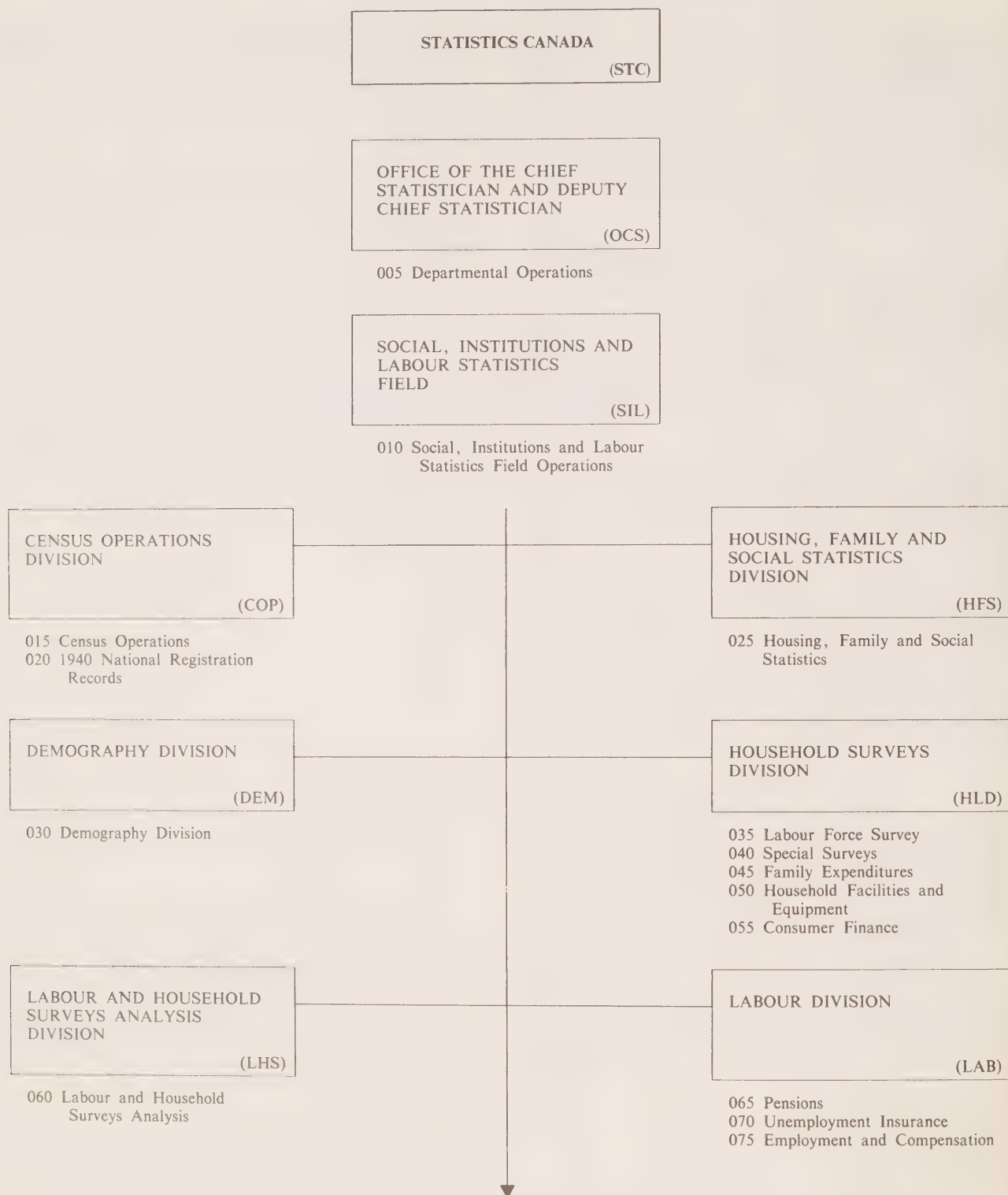
*Description:* Records on revenues and expenses and other financial data, including suppliers' invoices, sales transactions and contracts regarding acquisition of goods and services.

# **STATISTICS CANADA**

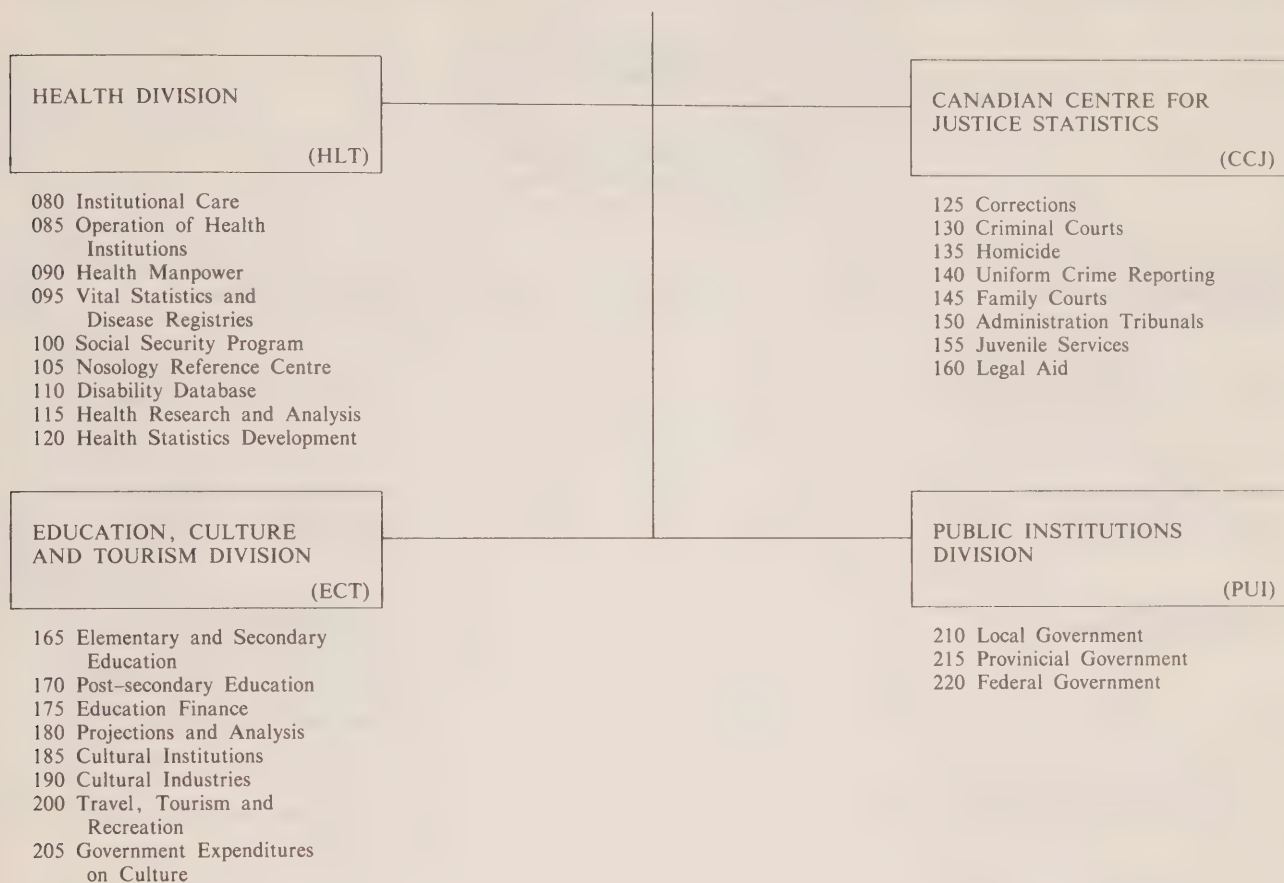
## **Chapter 92**



# STATISTICS CANADA



# STATISTICS CANADA



# STATISTICS CANADA

## NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD

(NAC)

225 National Accounts and Analytical  
Services Field Operations

### NATIONAL ACCOUNTS DEVELOPMENT DIVISION

(NAD)

230 National Accounts Development

### INDUSTRY MEASURES AND ANALYSIS DIVISION

(IMA)

240 Industry Measures

### INPUT/OUTPUT DIVISION

(INO)

265 Input/Output  
270 Detailed Energy Balances

### POPULATION STUDIES DIVISION

(POS)

280 Population Studies

### STRUCTURAL ANALYSIS DIVISION

(STA)

290 Models  
295 Socio-Economic Data

### GROSS NATIONAL PRODUCT DIVISION

(GNP)

235 Gross National Product

### INTERNATIONAL AND FINANCIAL ECONOMICS DIVISION

(IFE)

245 Financial Flows  
250 International Travel  
255 Business Microdata Integration  
and Analysis  
260 Balance of Payments

### ECONOMETRIC ANALYSIS DIVISION

(ECA)

275 Econometric Analysis

### SOCIAL AND ECONOMICS STUDIES DIVISION

(SES)

285 Social and Economic Studies

### DISTRIBUTIONAL ANALYSIS DIVISION

(DIA)

300 Distributional Analysis

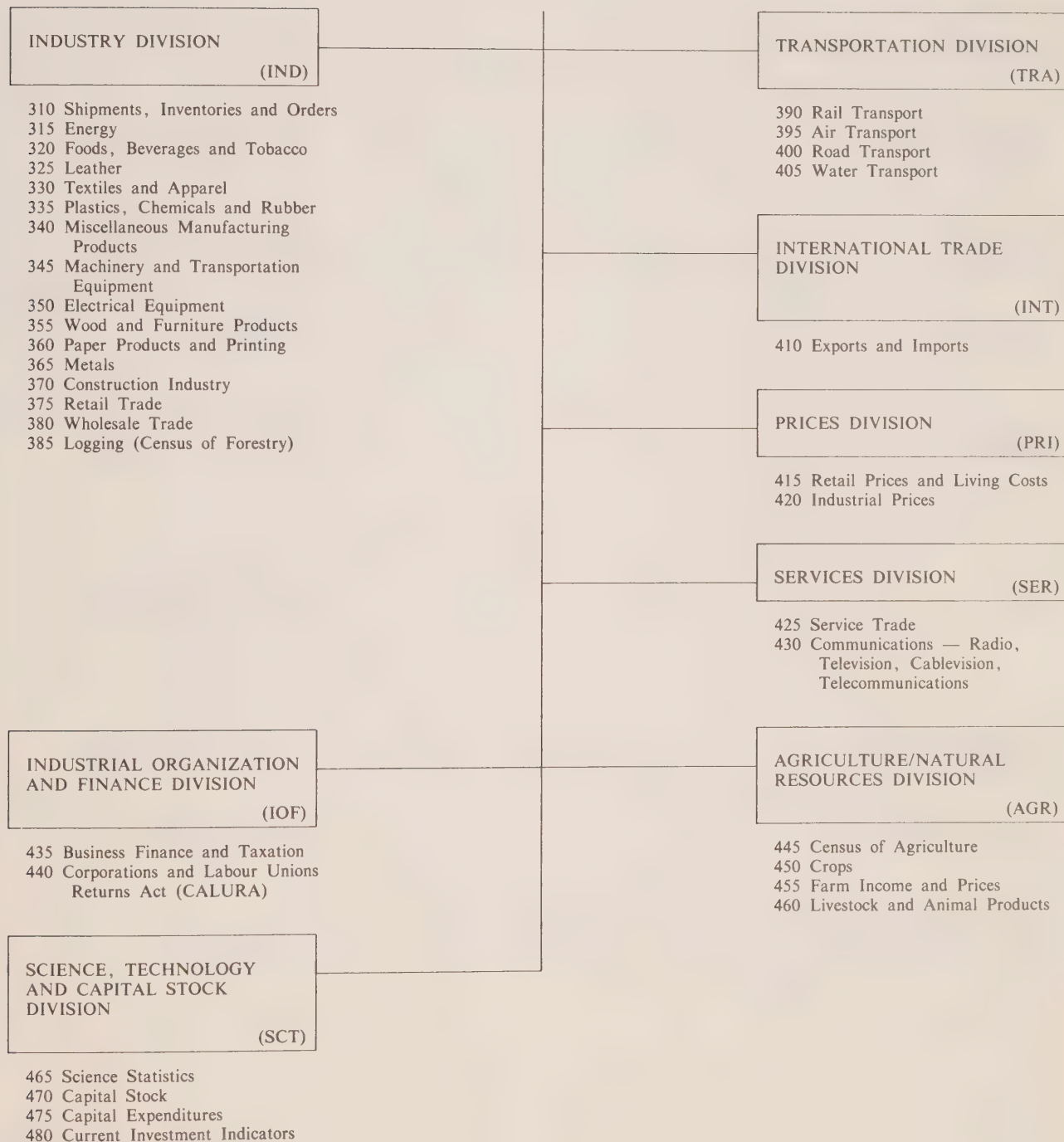


# STATISTICS CANADA

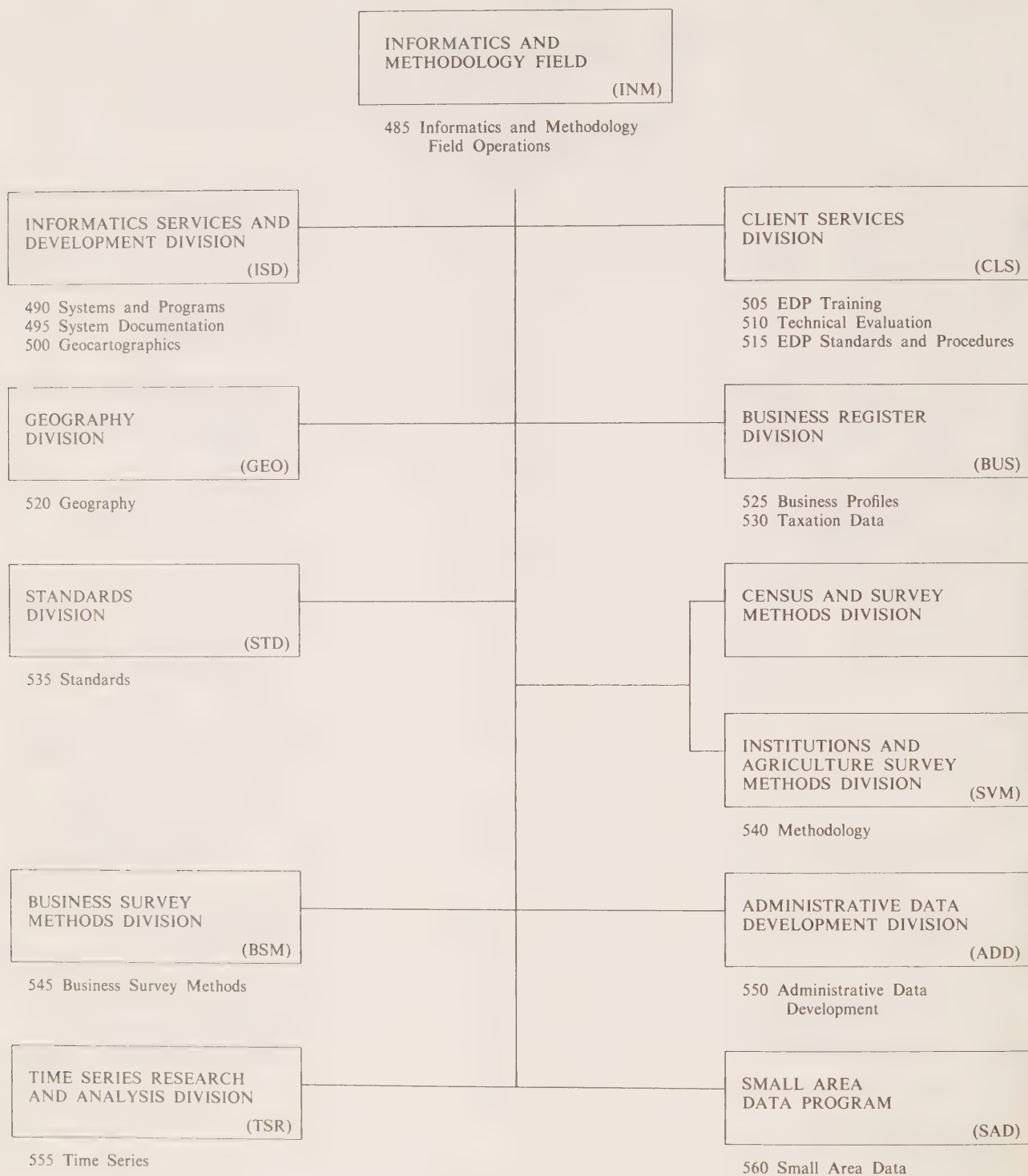
## BUSINESS AND TRADE STATISTICS FIELD

(BTS)

305 Business and Trade Statistics  
Field Operations



# STATISTICS CANADA



STATISTICS CANADA

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COMMUNICATIONS AND  
OPERATIONS FIELD

(COM)

565 Communications and Operations  
Field Operations

MANAGEMENT SERVICES  
FIELD

(MAN)

570 Management Services Field  
Operations

DATA ACCESS AND  
CONTROL SERVICES  
DIVISION

(DAC)

575 Data Access

FINANCIAL OPERATIONS  
DIVISION

(FIN)

580 Financial Operations

OFFICE OF THE CO-ORDINATOR,  
ACCESS TO INFORMATION  
AND PRIVACY  
STATISTICS CANADA  
OTTAWA, ONTARIO  
K1A 0T6



## Background

At the time of Confederation, the *British North America Act* made the census and statistics a responsibility of the Government of Canada. For many years, the development of statistical programs was conducted mainly under the auspices of various departments of the federal government. The first decennial censuses after Confederation were conducted through ad hoc arrangements under successive census commissioners. The Statistics Branch of the Department of Agriculture was given the responsibility for carrying out the 1911 Census.

In 1918, Parliament passed legislation establishing the Dominion Bureau of Statistics (DBS). This legislation envisaged a central statistical system, and in the following years various statistical activities previously carried on in agriculture and several other government departments were brought together under the new DBS. In 1971, Parliament passed further legislation concerning the *Statistics Act*, which, among other things, changed the agency's name to Statistics Canada.

Today, Statistics Canada is a separate agency of the government reporting through the Minister of Supply and Services. It is the core of Canada's national statistical system, one of the largest centralized statistical systems in the western world.

## Overall Responsibilities

The mandate of Statistics Canada, as defined by Section 3 of the *Statistics Act*, 1971, is

- (a) to collect, compile, analyze, abstract and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities and condition of the people;
- (b) to collaborate with departments of government in the collection, compilation and publication of statistical information, including statistics derived from the activities of those departments;
- (c) to take the census of population of Canada and the census of agriculture of Canada as provided in this Act;
- (d) to promote the avoidance of duplication in the information collected by departments of government; and
- (e) generally, to promote and develop integrated social and economic statistics pertaining to the whole of Canada and to each of the provinces thereof, and to co-ordinate plans for the integration of such statistics.

The program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use, and to provide leadership, professional expertise and co-ordination in such efforts.

## Organization

The basic unit of organization at Statistics Canada is the division. The first type, referred to as a subject matter division, is responsible for managing a statistical program. The second is the service or operational division, which provides a common central service for either internal users or the public. Divisions with related or shared responsibilities are organized into branches. Branches are grouped

into fields reporting to assistant chief statisticians, who in turn report to the deputy chief statistician and the Chief Statistician.

The Department is divided into six fields, three of which are major production sectors: Social, Institutions and Labour Statistics, Business and Trade Statistics, and National Accounts and Analytical Services. These sectors are supported by the Informatics and Methodology Field, the Communications and Operations Field, and the Management Services Field.

## General Information

### Sources of Information

In keeping with its mandate and objective, Statistics Canada undertakes to collect information describing the "commercial, industrial, financial, social, economic and general activities and condition of the people." This body of information is known as the national database. Surveys are conducted in households, businesses and industries, social institutions and governments at all levels to acquire this information. In addition, by statutory requirement, Statistics Canada conducts censuses of population and agriculture at prescribed intervals. The surveys are conducted in a variety of ways: by questionnaire mailed out to the respondent, by interview (in person or by telephone), and by accessing the administrative files of social institutions and government departments. They are done on either a sample or a census basis.

The basic statistics thus obtained are published in their own right, and many of these also provide inputs to the set of secondary, or derived, statistics known as the System of National Accounts. Moreover, the application of identical or reconcilable concepts, definitions and classifications gives basic statistics mutual consistency. Disparate sets of statistics can then be brought together for meaningful analysis.

### Dissemination of Information

Statistics Canada has devoted considerable effort towards promoting the dissemination and understanding of the information it produces. In fact, a large volume of information, including special tabulations, is released in response to enquiries from users, be they federal, provincial or municipal organizations, private associations and institutions, or the general public. Statistics Canada has developed various products and services to facilitate access to and understanding of its information. This information goes far beyond statistical outputs and includes methodology, processes, definitions, classification criteria and assessments of the quality of the data.

### Products

The objective of publishing statistical information has traditionally been met by an extensive range of conventional print publications. However, in recent years more sophisticated media of distribution such as computer tapes, access to data banks and microform have been introduced.

Statistics Canada publishes aggregates and summary tables of almost all the data that it collects. These data are obtained from all commercial, industrial, financial and government organizations in Canada, as well as from individuals. They cover all aspects of the operations of commercial, private and government organizations. They also provide a comprehensive social and economic picture of each segment of Canada's population. It is to be noted, however, that the published data represent only a fraction of all the possible output that could be produced from the data collected. Special tabulations are often prepared to meet specialized requirements of users.

The Statistics Canada Catalogue lists those publications that contain statistical data, related reference material, special studies based on statistical data, or descriptions of Statistics Canada services and

# STATISTICS CANADA

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operations. One publication (Listing of Supplementary Documents, catalogue number 11-207) lists non-catalogued material of particular interest to technically specialized clientele. Catalogued publications may be purchased from the Publications Sales and Services Section of Statistics Canada. Copies of supplementary documents may be ordered from the library.

Many publications may be ordered directly from Statistics Canada in microfiche form. All publications ever issued by Statistics Canada are available on microfiche from Micromedia Ltd.

CANSIM is Statistics Canada's publicly accessible machine-readable data base and retrieval system. The CANSIM main base contains over 300,000 time series from Statistics Canada data, the Bank of Canada Review, the Québec Statistical Review, and selected U.S. Statistics.

The CANSIM cross-classified module contains census data as well as data on social facts in the areas of health, education, justice etc. Both the main base and the cross-classified module may be accessed from Industrial Life Technical Services. Other service bureaus offer access to subsets of the CANSIM main base. For further information, contact the CANSIM Operations Division at Statistics Canada.

Several areas of Statistics Canada make data available on magnetic tapes. For more information, consult the User Advisory Services Division.

The Statistics Canada Daily, which announces the official release of all the Department's statistical information, is produced each working day and goes to the national press and broadcast media as well as interested individual subscribers. Infomat, a weekly summary of information published by the Department, is distributed the same way.

## Services

Statistics Canada provides a number of services to help users locate and interpret the data necessary to satisfy their requirements.

Foremost among the services provided are the Enquiries, Professional Consultation and Educational services available in local reference centres. Staff in these offices are equipped to assist with most questions likely to arise concerning the supply and application of data to user problems. In addition, expert advice concerning source surveys and more complex applications of data can be obtained from subject matter specialists in the agency. Should users need to communicate directly with these specialists, addresses and telephone numbers can be supplied from any local reference centre. (Reference centre addresses are provided further on in the text.)

Statistics Canada has a Central Enquiries unit in Ottawa and User Services staff in eight cities across the country. Toll-free telephone lines to these centres are available. The services offered there are as follows:

**Enquiry Service:** answers requests for statistical data by telephone, letter and from visitors; provides a collection of all recent Statistics Canada publications, as well as certain historical ones, for public reference; provides tabulations of certain unpublished data and other selected government statistical publications for public reference; and provides visitors with study areas.

**Professional Consultation Service:** assists both experienced and inexperienced users with data problems; advises on arranging direct access to CANSIM, Statistics Canada's machine-readable data base system; and provides feedback to Statistics Canada on the statistical needs and problems of users.

**Data Distribution and Promotion Services:** takes orders for all Statistics Canada publications and related material, such as census maps and microfiche; retrieves data directly from CANSIM; provides

public copying facilities for printed materials and microfiche; and arranges displays to promote the use of statistical data.

**Education Service:** provides booklets on finding and using statistics and distributes copies of the Statistics Canada Catalogue of Publications; holds workshops and seminars for users on subjects of special interest, on request; visits educational institutions to speak on statistical subjects, on request; and arranges local training courses on statistical subjects, such as basic questionnaire design and sampling techniques.

## Statistics Canada Library

The library provides reference materials and library services to support the research and administrative activities of the agency's staff. It also makes the resources and services available to other government departments and the general public.

The library's main holdings are within the field of socioeconomics and supporting related disciplines. A collection of approximately 100,000 volumes and more than 3,000 regularly received periodicals is maintained.

The library houses a collection of Statistics Canada publications and their predecessors originating from 1841, Canadian and foreign government documents and extensive supporting monographs associated with the socioeconomic field together with the required bibliographies, indexes and other reference tools.

The library offers accommodation for reading and reference work in the public reading room area on the second floor of the R.H. Coats Building in Ottawa. Carrels are provided for the patron's use, and private studies for individual research may be reserved.

## Census Pension Searches

The objective of the program is to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no longer exist or were never issued.

## Statistics Canada Records

A primary role of Statistics Canada is to disseminate all its statistical information as a service to users. In fact, the agency is one of the country's major publishers of information. The information it produces covers a broad spectrum of human and social activities and is acquired through very complex technical processes and the effort of hundreds of people.

Statistics Canada holds records, therefore, not only on hundreds of topics, but also on all the phases of the production of statistics. These range from the research and planning stages to the methods and procedures for the collection and compilation of data. Records also relate to consultation with users, analysis of statistics, production of abstracts and compendia, provisions of services and dissemination of information outputs. The public may request access to any of the above records as well as to documents relating to administrative, financial and operating data.

In order to identify and categorize information gathered by surveys, various classification structures are used. Most of these classifications are peculiar to a particular survey or group of surveys. However, four classification structures (commodities, industries, occupations and geographical areas) are widely used both within Statistics Canada and by other organizations. These classifications are available from the Publications Sales and Services Section.



To simplify the process of locating information, the Access Register identifies the subject topics handled by each area. Once a subject has been identified and located in the register, all statistical and peripheral information related to that subject can be obtained by specifying the type of information required (for example: sample size for the price index; sources of statistics on sales of alcoholic beverages; probability of error associated with the Labour Force Survey sample). All records held by Statistics Canada can be accessed in this manner.

It should be noted that the subjects are of necessity broad in scope and only represent a summary of the file content. The description of the function of the division provides additional indications of the type of records likely to be found there. Whenever required, User Services will provide additional assistance to locate information at a much more detailed level.

The guarantee of confidentiality embodied in the *Statistics Act* is seen by Statistics Canada as an essential element to the effective performance of its role, and the *Access to Information Act* and the *Privacy Act* tend to support this principle. Statistics Canada cannot accept any request for information that contravenes the confidentiality of the Act, unless explicit legislative provision is made for an exception.

Data collected by Statistics Canada are usually transcribed into machine-readable forms. Supplementary material such as correspondence, manuals, instructions, memoranda and notes are usually stored only in hardcopy (paper) form. However, frequently updated material, such as some manuals, may be stored in machine-readable form to be handled by word-processing equipment. In addition, certain material may exist on microform (microfilm or microfiche). Unless otherwise stated in the access notes found under the description of classes of records, statistical data are stored in machine-readable form and all other material is stored as hardcopy and filed by subject. Within a particular subject, material may be further classified by census year, geographical area, by company or institution name.

Dates shown after certain subject topics (reference years) are the last dates for which that information is available.

The accuracy and reliability of statistical data depend to a large extent on the process by which they are obtained. The process is complex and varies with different types of statistics. Therefore, a methodology has to be established for each survey and for each statistics production activity. As a result, several instruction manuals are developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject. Other manuals used by the agency are listed with the appropriate class of records.

## Key Contacts

Central Enquiries  
User Advisory Services Division  
Statistics Canada  
Ottawa, Ontario  
K1A 0T6  
Telephone: (613) 990-8116

Publications Sales and Services  
Publications Division  
Statistics Canada  
Ottawa, Ontario  
K1A 0V7  
Telephone: (613) 993-5078

CANSIM Operations Division  
Statistics Canada  
Ottawa, Ontario  
K1A 0T6  
Telephone: (613) 990-8203/8200

Statistics Canada Library  
Ottawa, Ontario  
K1A 0T6  
Telephone: (613) 990-8219

Census Operations Division  
Census Pension Searches Unit  
Statistics Canada  
Ottawa, Ontario  
K1A 0T6  
Telephone: (613) 990-9483

Micromedia Ltd.  
5th Floor  
144 Front Street West  
Toronto, Ontario  
M5J 2L7  
Telephone: (416) 593-5211

Industrial Life Technical Services Inc.  
99 Bank Street  
Ottawa, Ontario  
K1P 6G8  
Telephone: (613) 238-7886

## Reference Centres

### St. John's

Statistics Canada  
Advisory Services  
Viking Building  
3rd Floor  
Crosbie Road  
St. John's, Newfoundland  
A1B 3P2  
Telephone: (709) 772-4073

### Halifax

Statistics Canada  
Advisory Services  
1256 Barrington Street, 3rd Floor  
Halifax, Nova Scotia  
B3J 1Y6  
Telephone: (902) 426-5331

### Montréal

Statistics Canada  
Advisory Services  
Guy Favreau Complex  
200 Dorchester Blvd West  
Montréal, Québec  
H2Z 1X4  
Telephone: (514) 283-5725

### Ottawa

Statistics Canada  
Advisory Services  
Lobby, R.H. Coats Building  
Ottawa, Ontario  
K1A 0T6  
Telephone: (613) 990-8116



# STATISTICS CANADA

## Toronto

Statistics Canada  
Advisory Services  
25 St. Clair Avenue East  
10th Floor  
Toronto, Ontario  
M4T 1M4  
Telephone: (416) 966-6586

## Winnipeg

Statistics Canada  
Advisory Services  
General Post Office  
Room 602  
266 Graham Avenue  
Winnipeg, Manitoba  
R3C 0K4  
Telephone: (204) 949-4020

## Regina

Statistics Canada  
Advisory Services  
530 Midtown Centre  
Regina, Saskatchewan  
S4P 2B6  
Telephone: (306) 359-5405

## Edmonton

Statistics Canada  
Advisory Services  
11010-101st Street  
Suite 215  
Edmonton, Alberta  
T5H 4C5  
Telephone: (403) 420-3027

## Vancouver

Statistics Canada  
Advisory Services  
1145 Robson Street  
Main Floor  
Vancouver, British Columbia  
V6E 3W8  
Telephone: (604) 666-3691

## Toll-free Numbers

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialing area of any of the reference centres:

- Newfoundland and Labrador — Zenith 07037
- Nova Scotia, New Brunswick and Prince Edward Island — 1-800-565-7192
- Québec — 1-800-361-2831
- Ontario — 1-800-268-1151
- Manitoba — 1-800-282-8006
- Saskatchewan — 1(112)-800-667-3524
- Alberta — 1-800-222-6400
- British Columbia (South and Central) — 112-800-663-1551
- Yukon and Northern British Columbia — Zenith 08913
- Northwest Territories — Zenith 22015

## Access Procedures

It is a basic element of Statistics Canada's mandate to provide information to any interested party on the wide range of subjects that it surveys and analyzes, and the agency currently responds to thousands of enquiries a year through the established services

described above. In addition, in order to meet the requirements of the *Access to Information Act*, Statistics Canada has appointed a co-ordinator of access to information. The principal duty of this officer is to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to information held by the agency.

Please address formal requests to

Office of the Co-ordinator  
Access to Information and Privacy  
Statistics Canada  
Ottawa, Ontario  
K1A 0T6  
Telephone: (613) 990-9759

## Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister responsible for Statistics Canada. He advises on matters pertaining to statistical programs of the departments and agencies of the Government of Canada, and confers with such departments and agencies to that end. He supervises generally the administration of the *Statistics Act* and controls the operations and staff of Statistics Canada.

The deputy chief statistician assists the Chief Statistician in all aspects of the management and planning of Statistics Canada.

## Departmental Secretariat

The secretariat serves as the principal focal point for liaison with the Minister responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's program and policies.

Its other functions include staff support to the Chief Statistician, the deputy chief statistician, and the policy committee, as well as liaison with various management committees. The secretariat is also responsible for review and control of official government documentation.

## SOCIAL, INSTITUTIONS AND LABOUR STATISTICS FIELD

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians.

The field is headed by an assistant chief statistician with responsibility for census and demographic statistics, institutions and social statistics, and labour and household surveys.

## Census and Demographic Statistics Branch

This branch conducts a program of censuses and surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population.

## Census Operations Division

The Census of Population is a national inventory of Canada's key socioeconomic phenomena. It is the only means by which many socioeconomic statistics are reliably produced for small areas. Its coverage extends to every person in the country. The questions asked are selected on the basis of comprehensive and carefully organized consultation with representatives of virtually every recognizable user

community. Census estimates are the most widely used body of data produced by Statistics Canada. They also serve as benchmarks for the weighting of other household statistics.

The Census Operations Division is responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial census of population. Activities of the division range from the development, testing and production of the census questionnaire package to the final retrieval and dissemination of tabulated results. Included in the process is the hiring, training and supervision of some 40,000 enumerators, the pre-computer manual processing of some nine million questionnaires, the resulting data entry and the highly sophisticated computerized edit and imputation of data. Supporting these collection and processing operations is an equally important public communications team responsible for publicizing census activities from the time of data collection to marketing of the final output. Products, which consist of cross-tabulated data and reference works, are available in pre-planned publications, user summary tapes, public use sample tapes, microform and special tabulations. The data are derived from the census micro database, which occupies six disk packs, each containing some 300 million bytes of information. As an aid to users of census data, various reference documents and manuals are also produced that describe contents and limitations of the data base variables. Further assistance is provided through regional reference centres and the Central Enquiries Unit of Statistics Canada.

## Manuals

- Census Catalogue
- Census Dictionary of Terms
- Map Catalogue
- Data Catalogue

## Housing, Family and Social Statistics Division

This division is responsible for a broad range of data produced from the census and other sources such as the 1984 Family History Survey, a retrospective study of family life in Canada. It carries out research and analysis of census data and other survey and administrative data to publish reports on the socioeconomic characteristics of the population and subsets of the population. The data produced are at the individual, population, family, household and dwelling levels.

## Demography Division

The division is responsible for two major areas. The Population Estimates and Projections Subdivision prepares annual post-censal estimates and periodic projections of population, households, and families for Canada, the provinces, and other smaller areas of the country. The annual estimates of population for Canada and the provinces are used, as required by legislation, in the administration of the *Fiscal Arrangements and Established Programs Financing Act*, 1977, and the *Canada Student Loans Act*, 1964-65. The Demographic Characteristics section develops the demographic content of censuses and surveys and analyzes the resulting data. Under its program "Current Demographic Analysis," the division carries out research in various demographic areas (fertility, migration, marriage rate, mortality, population growth) of the Canadian population.

## Labour and Household Surveys Branch

This branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment.

## Household Surveys Division

This division is responsible for a number of household surveys including the monthly Labour Force Survey which is the largest continuing survey program carried out by Statistics Canada. This survey is conducted by personal and telephone interviews in some 53,000 households across Canada.

It is also responsible for the special surveys program, which provides a capacity to develop and carry out occasional or ad hoc household surveys. Some of the surveys are conducted as supplements to the monthly Labour Force Survey, while others are carried out quite independently on separate sample frames and using totally different survey methodology. The majority of the work carried out by the special surveys staff is sponsored (funded) by other federal departments or agencies, and occasionally by provincial or other sponsors. Statistics Canada reserves the right to publish the survey results and in fact disseminates a considerable amount of data collected through the special surveys program.

The division also provides information on family expenditure data, household facilities and equipment and incomes of Canadian families and individuals.

## Manuals

- Z-034E Surveys Supplementary to the Labour Force Survey (January 1966 to December 1975) — Description of the surveys conducted from 1966 to 1975, and a listing of the publications based on the data of each survey
- Z-035B Supplementary Surveys to the Labour Force Survey (January 1976 to December 1977) — Description of the surveys conducted from 1976 to 1977, and a listing of the publications based on the data of each survey
- Z-036B The program of the Special Surveys Group — Overview of the operations of the Special Surveys Group and a description of the surveys conducted from 1978 to 1983

## Labour and Household Surveys Analysis Division

The division provides resources for the analysis and evaluation of labour market related data, including data on occupation, industry, individual and family income and expenditure data; and it responds to special requests where expert subject matter knowledge is required. It develops conceptual frameworks and operational definitions for measures of labour supply data. It also develops the complex derivations from micro data and specifies all labour related output variables and tables. It determines the content of labour force survey questionnaires and recommends the labour questions to be used in the census and provides specifications for coding, edit and imputations, and other micro-data manipulation logic.

## Labour Division

This division is responsible for producing a wide range of labour data from surveys and administrative records. Prior to April of 1983, a monthly employment survey (ES-1) was conducted on a census basis for "large firms." The survey covered all businesses employing 20 or more persons at any time during the year in the commercial sector, with the exception of agriculture, fishing and trapping.

A monthly employment survey (ES-2) was also conducted on a sample basis. This survey had the same industrial coverage of the commercial sector as the ES-1, but for firms employing fewer than 20 persons. In addition, monthly surveys were conducted to obtain employment data for education and health services.

As of April, 1983, all of the above surveys were replaced by the Survey of Employment, Payroll and Hours (SEPH). It is conducted on a mixture of a census and sample basis, and includes firms, institutions, and organizations of all sizes. All industries are covered



by the survey, with the exception of agriculture, fishing and trapping, private household services, religious organizations and military services.

In addition, information is collected on pension plans and statistics reflecting the operation of the *Unemployment Insurance Act*.

## **Institutions and Social Statistics Branch**

This branch is responsible for the collection, production analysis and dissemination of socioeconomic statistics of justice, health, education, culture and tourism, and public institutions which are required for purposes of decision-making, understanding and research in both the public and private sectors.

### **Health Division**

The division is responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution and cost of health care and treatment in Canadian hospitals and special care facilities, vital statistics (births, deaths, marriages and divorces) and statistical information on the Canadian Social Security System. This information originates in large part from provincial administrative files. A large data base measuring the health status of the population exists for the period 1978 to 1979.

### **Canadian Centre for Justice Statistics**

The Canadian Centre for Justice Statistics, established in 1981 to replace the Justice Statistics Division, operates as a Statistics Canada satellite. Its purpose is to produce statistics and information on the incidence of crime and on the administration of criminal, civil and administrative justice in Canada. The centre works in partnership with the numerous provincial and federal departments and agencies responsible for the administration of justice that supply raw data to produce statistics comparable among the provinces and for Canada as a whole. The program also includes a component designed to help provincial agencies to develop systems that can provide necessary data to the Centre for national statistics programs.

The centre is assisted in its task by a number of formal committees addressing policy-oriented as well as technical issues. They are the Justice Information Council, which is a senior federal-provincial standing committee composed of all deputy ministers responsible for Justice from across Canada, together with the Chief Statistician; the Liaison Officers Committee, a continuing committee composed of representatives of all the Justice Information Council members, and program advisory committees which provide expert advice on each specific sector program within the Centre.

### **Education, Culture and Tourism Division**

This division is responsible for three separate programs and an analytic unit. It collects and disseminates statistics on students, teaching staff, and finances of all educational institutions; culture; and travel, tourism and recreation.

The cultural statistics program was initiated following a Cabinet decision in 1972 to meet specific requirements of the Department of the Secretary of State. Associated with this program is the travel and tourism statistics program, which carries out surveys on behalf of such sponsors as Tourism Canada. These surveys are funded by the sponsors.

### **Public Institutions Division**

This division collects information on and conducts annual and quarterly analyses of financial transactions and employment of federal, provincial and local governments and their boards, commissions and agencies.

## **NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD**

This field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour and undertakes research and development of statistical techniques.

The field is headed by an assistant chief statistician with responsibility for the system of national accounts and analytical studies.

### **National Accounts Development Division**

This office is responsible for the conceptual integration of economic and social statistics. It is responsible for research on the basic restructuring and extension of the Canadian System of National Accounts and dovetailing this work with the fundamental re-examination of the accounts which is taking place at the international level.

### **System of National Accounts Branch**

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centered around the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets.

### **Gross National Product Division**

This division provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption, and capital formation.

### **Manuals**

- System of National Accounts, Catalogue No. 13-549E

### **Industry Measures and Analysis Division**

This division produces monthly, quarterly and annual measures of the current and constant price value of production for individual industries (approximately 200, based on the standard industrial classification), the total economy and a number of special industry aggregates.

### **International and Financial Economics Division**

This division prepares statements of financial flows and balance sheet estimates for the Canadian economy, measuring the financial wealth of the country and the channels through which lending and borrowing take place. It provides a focal point for business microdata integration and analysis, and prepares statistics on international travel. It provides information on current and capital account transactions between Canada and other countries, including movements in Canada's official monetary reserves, and also provides information on Canada's international investment position. Its output depends on comprehensive survey and non-survey programs and data analysis covering merchandise trade with non-residents, imports and exports of services, unilateral transfers and long- and short-term capital flow between residents of Canada and non-residents.



## Input-Output Division

This division develops annual input-output tables to provide fully integrated final revisions (benchmarks) to the production accounts within the Canadian System of National Accounts; occasional interprovincial trade flows and input-output data for each province; structural economic models of the Canadian economy; labour productivity measures in the commercial industry and subsidiary industries. It is also responsible for the provision of analytical and consultative services based on the stock of models operated by the division.

## Analytical Studies Branch

This branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere to describe, draw inferences and make deductions about the nature of Canadian society, as well as for the development of new and improved techniques for the statistical analysis and interpretation of socioeconomic data sets.

## Econometric Analysis Division

The staff of this unit provides a central organizing framework for monitoring the current performance of the economy.

## Population Studies Division

This division provides social-scientific analyses of data relating to trends and patterns of important variables involving key population groups in Canadian communities: assistance to Statistics Canada data users and sub-organizations in the development and application of statistical concepts related to aspects of population, in the appraisal of the quality and relevance of alternative Statistics Canada data or related studies for specified analysis purposes involving the field of population, and in the design of methods and techniques for such analyses; development and publication of data catalogues concerning analysis-relevant statistics relating to population groups (e.g. development of the Canadian Gerontological Data Catalogue).

## Social and Economic Studies Division

The role of this division is to conduct appropriate research as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

## Structural Analysis Division

This division is responsible for the development of structural economic models of the Canadian economy and for the provision of analytical and consultative services based upon the stock of models operated by the division.

### Manuals

- Structural Analysis Division Document Index — lists documents, working papers and users' manuals available from the division

## Distributional Analysis Division

The division performs research into the distribution of income and wealth in Canada.

## BUSINESS AND TRADE STATISTICS FIELD

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising

services, external trade, prices, business finance, science and technology, small business, public finance, *Corporations and Labour Unions Returns Act* (CALURA), regional industrial structure and related areas.

The field is headed by an assistant chief statistician with responsibility for the Industry, Trade and Prices Statistics and, Resources, Technology and Services Statistics branches.

## Industry, Trade and Prices Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions.

## Industry Division

This division conducts an annual census of manufacturing and census of forestry and current surveys, some monthly, some quarterly, of the mining, energy, resource and manufacturing sectors to produce a full range of cost structure information, material input and commodity output data. It also produces annual measures of construction industry activity including cost, input and output data by type of trade. Data are also collected on the retail and wholesale trade covering the type of business, location, and physical, operating and financial characteristics.

## Transportation Division

This division collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures. Some of these statistics are collected by agreement with federal regulatory and administrative bodies including Transport Canada, the Canadian Transport Commission, and Revenue Canada (Customs and Excise), and with certain provincial departments and agencies. Statistics Canada collects returns required by these agencies under the relevant legislations as well as under the *Statistics Act*.

In air, road and water transport, certain complementary programs are conducted under contract to Transport Canada to enhance statistics in priority areas.

## International Trade Division

This division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics. The ongoing part of this program involves production of regular reports and special tabulations that provide data by commodity, by country, by province of customs clearance for imports and province of origin (lading) for exports, by mode of transportation and by region of lading for exports, and by tariff item for imports.

Statistics Canada works in close co-operation with Revenue Canada (Customs and Excise) in order to capture data from Canada Customs import and export entry forms. The division also carries on a program of reconciliation of international trade figures on an annual basis with the United States, and it exchanges information on relevant aspects of trade statistics with other countries.

### Manuals

- Standard International Trade Classification
- Customs Cooperation Council Nomenclature
- Canadian International Trade Classification
- Export Commodity Classification

## Prices Division

This division provides information on retail (consumer) prices, living costs, and manufacturer, raw material and construction price indexes, as well as a number of indexes relating to capital expenditures.

## Resources, Technology and Services Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions.

## Services Division

This division is responsible for the development of an integrated and comprehensive program of statistics on services, communications and tourism.

## Industrial Organization and Finance Division

This division produces quarterly and annual corporate financial statistics and annual corporate taxation statistics. It also administers the *Corporation and Labour Unions Returns Act* (CALURA). The CALURA program includes the publication of financial statistics on corporations by country of ownership and control and a directory of intercorporate ownership. Membership, affiliation and financial statistics of labour unions are also published.

## Agriculture/Natural Resources Division

The Agriculture Natural Resources program provides data on the supply of food commodities (i.e., production and inventory levels), data on the levels of returns to resources used in farming and data on the economic welfare of farmers.

The program comprises a quinquennial census of agriculture, which produces a comprehensive micro database of primary production units. This generates disaggregated data on the structure and characteristics of the farm sector as well as a base for an intercensal program of crop acreage, yield and production estimates, estimates of livestock and poultry inventories on farms and an integrated set of farm income and expenditure accounts. The intercensal program depends on farm surveys and administrative data.

## Science, Technology and Capital Stock Division

This division provides a focus for the collection, analysis and publication of statistics relating to scientific, technological and investment activities.

The division has the following main activities: the collection and publication of statistics on research and development and capital expenditures; the creation and publication of science and technology indicators; the creation and publication of estimates of fixed assets by industry; and the creation and publication of current investment indicators.

## INFORMATICS AND METHODOLOGY FIELD

This field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for and management of information processing in Statistics Canada.

The field is headed by an assistant chief statistician with responsibility for Informatics, Classification Systems and Methodology.

## Informatics Branch

The branch provides electronic data processing (EDP) services to Statistics Canada. The branch headquarters staff, in conjunction with other members of the branch, is responsible for the formulation of policies relating to EDP and managing the overall activities of the branch. It also co-ordinates relations with the users of various systems and data processing services. The branch provides the chairman and secretariat services for the executive sub-committee on EDP.

## Informatics Services and Development Division

This division is responsible for the planning, design, development and maintenance of specific application EDP systems for a particular user. The division is also responsible for EDP training and for the provision of professional advice and direction to the evolution of departmental systems and related methods of work.

## Main Computer Centre

The centre is responsible for the provision of large-scale computer and mini-computer services to Statistics Canada, including data capture services and data storage facilities for the agency's EDP data.

## CANSIM Development Division (See also CANSIM Operations Division)

This division is responsible for developing new and additional methods and services to make Statistics Canada's information available to broader audiences using electronic means. In this respect the CANSIM Development function focuses on the following areas: providing easier access to existing databases such that new clientele can use electronic information services. Current projects are the TELICHART system, the use of micro-computers linked to CANSIM databases, and the use of public electronic mail services provided by Bell Canada and CNCP. It also focuses on fundamental research and development in the areas of data documentation and description called meta-data.

## Client Services Division

This division provides for all users a unified and comprehensive interface for all Informatics Branch services, including the business aspects of the branch's relations with its client. It is responsible for EDP planning, technical evaluation and EDP policies, standards and procedures.

## Classification Systems Branch

This branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; it is also responsible for the exploitation of taxation and other administrative data.

## Geography Division

This division develops and maintains a spatially referenced geographic database in support of the standard geographical classification, the census and other bureau programs, by developing geostatistical concepts and delineating areas, producing maps and other reference products, and creating geographic conversion files.

## Business Register Division

This division is responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. The business register master file



lists businesses, institutions and similar organizations engaged in economic activity in Canada. The division is also responsible for accessing statistical data from Revenue Canada Taxation records to supplement or replace data collected by survey.

## Standards Division

This division develops standard classification systems for industries, commodities, occupations and geographical areas. It monitors their implementation, delineates statistical structures, standardizes economic and social concepts and provides a comprehensive survey level documentation for each survey in Statistics Canada.

### Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification

## Methodology Branch

This branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. It is also involved in reviewing the paperburden imposed on businesses by federal government departments and agencies for the collection of information.

## Survey Methods (Census and Household; Institutions and Agriculture) Division

Centralized methodology groups are responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output. They are also responsible for focussing research and development efforts on issues and problems common to a variety of individual surveys or censuses.

## Business Survey Methods Division

The division is responsible for methodological services to business surveys and in some cases for systems design and development. Its services are available to other divisions in Statistics Canada and to certain government and non-government agencies concerned with businesses.

### Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification

## Administrative Data Development Division

The division's mandate is to study and develop methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics.

## Time Series Research and Analysis Division

This division is organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy. It provides services to divisions which publish main economic indicators in seasonally adjusted form and services to the user community in general on seasonal adjustment and time series problems.

### Manuals

- The X-11-ARIMA Seasonal Adjustment Method, Catalogue No. 12-564E or F

## Small Area Data Program

This program, a new initiative of Statistics Canada, is responsible for the development and dissemination of social, economic and demographic statistics and indicators for sub-provincial geographic areas.

## COMMUNICATIONS AND OPERATIONS FIELD

This field provides a full range of external communication functions, including respondent, user, media and international relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination.

This field is headed by an assistant chief statistician with responsibility for Marketing and Information Services, Operations Branch and Regional Operations.

## Marketing and Information Services Branch

This branch is responsible for the activities which design and organize the information products of the agency to service the needs of its various clients at the federal, provincial and municipal government levels, and by diverse public and private sector users.

## Communications Division

The division co-ordinates and exercises a focal responsibility for relations with Parliament, federal departments and agencies, provincial, territorial and municipal governments, business, labour, academics, institutions, media and the general public. It provides an entry point to the agency for these publics, monitors the public environment, develops and executes information programs, and supports communications activities of program managers through consultation and through preparation of communications material. It publishes the official release vehicle of Statistics Canada, other information bulletins, compendia of broad interest, and reference products. Further, it supports agency programs by providing an editing service aimed at improving the publications of speciality subject-matter divisions.

Its range of products includes the Canada Year Book, the Canada Handbook, the Statistics Canada Daily, Infomat (a weekly digest of the main statistical output), the Statistics Canada Catalogue, the Annual Report, the employee newspaper: Scan, exhibits, audio-visuals, brochures, newsletters, speeches, respondent relation material and a variety of user guides.

The division's Government Relations Unit acts as the secretariat for the Federal-Provincial Consultative Council on Statistical Policy and its 14 constituent committees. The council and committees promote standardization of data-collection and data-sharing agreements.



## Publications Division

Publications Division is responsible for the publishing and marketing of the Department's products.

## Professional and International Relations Division

This division co-ordinates Statistics Canada's international involvements with statistical agencies of other countries and international organizations that have statistical activities, such as the United Nations and its specialized agencies, the Organization for Economic Co-operation and Development, and the Commonwealth. It co-ordinates the work required for meeting international obligations such as representation at conferences or data reporting. As a member of several international organizations, Statistics Canada participates in the development of common standards and frameworks for the compilation of internationally comparable statistics; Statistics Canada is also concerned with assisting developing countries to enhance their statistical capability.

The division's responsibilities also include the co-ordination of the Department's relations with professional societies; the development and administration of a fellowship program; the co-ordination of the Department's professional advisory committees; and the administration of the Department's approved system for foreign and non-operational domestic travel.

## CANSIM Operations Division

The CANSIM database is organizationally located in the Communications and Operations Field. CANSIM Operations Division is responsible for entering, maintaining, revising and updating the Canadian Socio-Economic Information Management System, which is an aggregative socioeconomic statistical database. The databases are made publicly available through commercial time-sharing service bureaus for statistical information and research and analysis. Its staff assists users of the services and performs retrievals from the CANSIM database for users who are not equipped with a terminal or who require output on cards and tapes.

### Manuals

- CANSIM Main Base Directory
- CANSIM Mini Base Directory
- CANSIM Interactive System Users Guide

## Operations Branch

This branch is responsible for analyzing, evaluating and reviewing all statistical operations; for directing all regional operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalization of operational activities, and manages and co-ordinates related production support services.

## Operations Analysis Division

This organization is responsible for the full scale review and analysis of all internal operations and services of Statistics Canada with the objective of developing approaches and strategies for changes in organization and methodology to achieve better integration and overall co-ordination of these operational processes and services, and for the implementation of approved action plans to either regionalize or better integrate residual operations and services at headquarters that are not appropriate for regionalization.

## Regionalization Planning

The organization is responsible for the planning and implementation of regionalization programs as approved by the management of Statistics Canada. The objectives are to enhance relationships in regional offices and to improve communications with respondents and/or users. Its goals and objectives are also to enhance the responsibilities of the regional offices by delegating additional tasks, to alleviate specialized resources in the bureau, and to enable further development and/or statistical analysis.

## Headquarters Operations Division

The division is involved in five main areas. They include Records Management which manages all recorded information from the time it is received or created in the Department until its final disposition. The Distribution Centre provides distributing statistics data collection material, publications and general correspondence. Material Management is accountable for all purchasing, including capital acquisitions, and inventory control for the Department. Facilities Management is accountable for the effective and efficient use of space in the Department, telecommunications and other activities relating to the working environment. Operations sub-division is accountable for the development and effective management of a centralized statistical production operation, including classification, coding, editing and other related production functions.

## Operations Automation Division

The primary mission of the Operations Automation Division is to use technology as part of the program to improve the operational performance of Statistics Canada.

## Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in St. John's, Halifax, Montréal, Ottawa, Sturgeon Falls, Winnipeg, Edmonton and Vancouver. A user advisory sub-office is also located in Regina.

These regional offices carry out survey operations. As the data collection arm of the agency for population and agriculture censuses, for all household surveys, and for a large volume of business surveys, the regional offices collect data by personal or telephone contact with the survey respondents, be they households, as for the labour force survey, or business establishments, as for the consumer price indexes. To carry out this work, a full-time staff of 380 employees is supported by some 1,500 part-time interviewers working from diverse locations across the country. The permanent staff of this organization serves as the nucleus for the build-up needed every five years when 2,000 census commissioners and some 40,000 census representatives are employed on the collection and initial processing of the censuses of population and agriculture.

They also provide statistical advisory services to meet the statistical information and consultation requirements, including sectorial and regional analyses, of users of statistics across the country.

Regional offices are also responsible for public and community relations at local levels, for the co-ordination of regional market research activities and of promotional programs to make known the use of Statistics Canada data products and services.

## MANAGEMENT SERVICES FIELD

This field organizes and co-ordinates internal management services including the development and implementation of all management

policies and systems within the agency and the assessment of the efficiency and effectiveness of these programs. It is headed by an assistant chief statistician with responsibility for Management Practices, Operational Planning and Finance, and Personnel.

## Special Assignment Division

This division was created in July, 1983, in response to a departmental need for persons to work on corporate or special tasks of limited duration for which there exists no permanent staffing resources. Such assignments provide opportunities for employees of Statistics Canada to tackle new and different challenges and to develop new skills.

## Data Access and Control Services Division

This division serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada. It also administers services pursuant to the *Access to Information Act* and *Privacy Act*.

## Management Practices Branch

This branch is responsible for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out.

## Management Systems Design and Development Division

This division is responsible for the development of concepts and design of systems covering such aspects of management as accountability, planning, information systems, performance measurement, quality assessment and the status reporting for project and services provision. It is also responsible for the co-ordination of the above with other management practices that are the responsibility of functional areas such as corporate planning, program evaluation, internal audit, personnel, finance, operational planning and budgeting and production and support services.

## Internal Audit Division

The division provides an independent and systematic review and appraisal of all departmental operations and furnishes senior management with objective information on the adequacy of management control procedures and frameworks. The scope of these audit activities extends to all process systems and procedures of management including planning, performance measurement, financial and personnel management and data processing, and also includes follow-up compliance audit of the approved recommendations of program evaluation projects.

## Program Evaluation Division

The division is responsible for evaluating Statistics Canada's programs to assess the continued relevance of their objectives; and to investigate alternatives that might achieve the objectives in a more cost-effective manner.

## Corporate Planning and Analysis Division

This division is responsible for the development and continuing assessment of departmental objectives and priorities; the devising of appropriate options and strategies for their achievement; and the development of medium or longer-term plans reflecting them.

## Operational Planning and Finance Branch

The branch is responsible for planning financial requirements and monitoring and controlling financial expenditures of the bureau. It is composed of three areas: program and financial planning, financial services and management information systems.

## Financial Policies and Systems Division

This division is responsible for the development, design, implementation and review of departmental financial policies, systems and procedures.

## Financial Operations Division

This division is responsible for the accounts office, which retains records on all expenditure and revenue transactions, the financial management information system (REMAPPS), recoverable projects accounting, contract administration and general accounting services.

## Operational Planning and Programming Division

This division is responsible for the management of the departmental operational planning system and the preparation of a multi-year operational plan and current year work planning processes and associated budgets.

## Personnel Branch

The branch is responsible for providing services to employees and to management in the following areas: classification and staffing of positions, staff relations, development, pay and benefits, career and employee assistance counselling, affirmative action programs. It also maintains a personnel management information system, and is responsible for the official languages program, i.e. identifies language requirements of positions, provides language testing services and co-ordinates language training.

## Classes of Records

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STC/OCS-005 *Formerly Identified as:* NO REFERENCE  
**Departmental Operations (New)**

*Description:* Records relating to the overall functions of the Department.

STC/SIL-010 *Formerly Identified as:* SC-10  
**Social, Institutions and Labour Statistics Field Operations**

*Description:* Records related to the overall functions of the field.  
*Topics:* Field policies; plans and programs; requests; public relations; census project team management; census research and methodology.

STC/COP-015 *Formerly Identified as:* SC-20  
**Census Operations**

*Description:* Census records are maintained in two formats: microfilm copies of the original questionnaire and machine-readable data stored in the Census micro database. Information from completed questionnaires dating back to 1971 has been transferred to computer tape or disk and is available in aggregate form only. Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. *Topics:* Geographical areas; urban and rural distributions; population characteristics — fertility, name, sex, age, marital status, number of children, school attendance, vocational training, ethnic group, mother tongue, language spoken, birthplace, citizenship; household size; household type; family characteristics; family income; dwelling characteristics — facilities and equipment, fuels, water supply; labour force characteristics — age, sex, marital



status, schooling, work experience, wages and salaries, occupation, industry; business characteristics — location, size and type of operation; census representatives visitation records. *Storage Media:* Census data are available in a number of publications, user summary tapes and microform. For a complete list of information available, inquiries should be directed to the local Statistics Canada Regional Reference Centre.

**STC/COP-020** *Formerly Identified as:* SC-30

## **The 1940 National Registration Records**

*Description:* Statistics Canada maintains custody of the 1940 National Registration records. This information results from a compulsory registration of all persons 16 years of age or older in the period 1940-46. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (all family); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. *Special Access Note:* Information contained in the microfilmed records of the 1891 and more recent censuses and the 1940 National Registration Records is confidential and available only to the person named in the records or to a legal representative authorized to settle the affairs of a senior, incompetent or dead person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census and 1940 National Registration Records" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the Census micro database is available to the public. Requests for such information should be directed to Central Enquiries Unit, Statistics Canada, Ottawa, K1A 0T6.

**STC/HFS-025** *Formerly Identified as:* SC-40

## **Housing, Family and Social Statistics (Revised)**

*Description:* Records relate to documentation and files of projects concerned with the production phases of the operation. *Topics:* Housing; language; ethnicity; education; religion.

**STC/DEM-030** *Formerly Identified as:* SC-50

## **Demography Division (Revised)**

*Description:* Records relate to research carried out with respect to population estimates and projections and demographic characteristics. *Topics:* Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; components of population growth — births, deaths, migration; demographic characteristics — age, sex, marital status, place of work, current demographic analysis in Canadian population.

**STC/HLD-035** *Formerly Identified as:* SC-60

## **Labour Force Survey (Revised)**

*Description:* Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of selected census metropolitan areas (CMA), economic regions and the provinces. Data also available for selected non-CMA urban areas based on quarterly estimates. *Topics:* Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work, etc. *Special Access Note:* Some material held on microfiche (see Labour Division).

**STC/HLD-040** *Formerly Identified as:* SC-70

## **Special Surveys (Revised)**

*Description:* Records relate to the operations of the special surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure time activities, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to

Alberta and B.C. (See manual Z-036B for detailed breakdowns.) Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See manuals Z-034E and Z-035B for detailed breakdowns.)

**STC/HLD-045** *Formerly Identified as:* SC-90

## **Family Expenditures**

*Description:* A dual program of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of families and unattached individuals in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. *Topics:* Family expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the populations (by family income, family size, cities).

**STC/HLD-050** *Formerly Identified as:* SC-100

## **Household Facilities and Equipment**

*Description:* This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; washing machines; vacuum cleaners; sewing machines; telephones; radios and television sets; record players and tape recorders; tenure and number of rooms per dwelling; size of household; households with automobiles; garages; selected sporting and recreation equipment.

**STC/HLD-055** *Formerly Identified as:* SC-110

## **Consumer Finance**

*Description:* The survey of Consumer Finance is an annual household survey designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. Every second year the survey is carried out in conjunction with the Labour Force Survey, while in the alternate years it is conducted as an independent survey on a smaller sample but with greater analytic content. The records relate to income and other indicators of economic well-being of families and individuals. *Topics:* Annually: wages and salaries, self-employment income, investment income, transfer payments received, retirement pensions, other money income, income taxes, total money income, income after taxes, selected family characteristics, selected personal characteristics; occasionally: family assets, family debts, family wealth.

**STC/LHS-060** *Formerly Identified as:* SC-80

## **Labour and Household Surveys Analysis (Revised)**

*Description:* Records relate to documentation associated with this research and development work.

**STC/LAB-065** *Formerly Identified as:* SC-120

## **Pensions**

*Description:* Records related to the terms and conditions of employer-sponsored pension plans in Canada. *Topics:* Eligibility; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits; income, expenditures and assets of all trustee pension plan funds.

**STC/LAB-070** *Formerly Identified as:* SC-130

## **Unemployment Insurance**

*Description:* Records related to unemployment insurance. *Topics:* Benefit paid; weeks of benefit; average weekly benefits; claims filed; claims allowed; beneficiaries by personal characteristics (e.g. age, sex and insurable earnings); persons contributing to unemployment insurance; contributions; benefit periods established; benefit periods terminated.



STC/LAB-075 *Formerly Identified as:* SC-140

## Employment and Compensation

*Description:* Records related to employment and income, and employee compensation. Some data are seasonally adjusted. *Topics:* Paid hours; earnings; number of employees; labour costs by component (last data available pertain to 1978, no further survey planned); breakdowns by sex (not available after March 1983 when the new survey on employment, payroll and hours was implemented); industry; province; major urban areas; labour income.

STC/HLT-080 *Formerly Identified as:* SC-150

## Institutional Care

*Description:* Records related to the operation of a statistical system that provides medical, demographic and utilization information on patients hospitalized for disease condition or surgery; patients with psychiatric conditions; and patients hospitalized for legal therapeutic abortions. *Topics:* Hospital inpatient morbidity; mental inpatient morbidity; surgical procedures and treatments; hospital utilization; disease utilization; mental morbidity; mental health; therapeutic abortions; therapeutic abortion committees.

STC/HLT-085 *Formerly Identified as:* SC-160

## Operation of Health Institutions (Revised)

*Description:* Records related to the operation of statistical systems measuring the operation of hospitals, on an annual and quarterly basis, and special care facilities on an annual basis, as well as subject related research papers and ad hoc occasional surveys. *Topics:* Agreements with provinces for the conduct of survey activities; Canadian hospital terminology and definitions, Canadian hospital accounting manual and its supplement, hospital type, ownership, bed capacity, patient movement, services, personnel, operating expenditures and income, and balance sheet information. *Storage Medium:* Some material held on microfilm.

STC/HLT-090 *Formerly Identified as:* SC-170

## Health Manpower (Revised)

*Description:* Records related to the operation of a statistical system to provide information on various professional and technical categories of health personnel. *Topics:* Physiotherapists; radiological technicians; registered nurses. *Storage Medium:* Some material held on microfilm.

STC/HLT-095 *Formerly Identified as:* SC-180

## Vital Statistics and Disease Registries

*Description:* Records related to the operation of a statistical system of vital statistics (including births, deaths, marriages, divorces and stillbirths) and registers on cancer, tuberculosis, renal failure and notifiable diseases. *Topics:* Vital statistics — including births (fertility), deaths (life expectancy, life tables, deaths by cause, such as heart disease, cancer, suicide), marriages, divorces, stillbirths; cancer incidence; tuberculosis incidence; renal failure; notifiable diseases. *Storage Medium:* Some material held on microfilm.

STC/HLT-100 *Formerly Identified as:* SC-190

## Social Security Program

*Description:* Records related to statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Unemployment insurance; Canada and Quebec pension plans; family allowances and related programs; old age security and guaranteed income supplement; social allowances and services; workmen's compensation; legal aid; criminal injuries compensation; public assistance.

STC/HLT-105 *Formerly Identified as:* SC-200

## Nosology Reference Centre

*Description:* Records related to the elaboration of a common national approach to the classification of disease, their cause and medical intervention procedures. *Topics:* International classification of diseases; Canadian classification of diagnostic, therapeutic and surgical procedures; disease coding; death coding.

STC/HLT-110 *Formerly Identified as:* SC-210

## Disability Database

*Description:* Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of disabled Canadians. *Topics:* Contains data on the existence, nature and severity of disability; as well as data which describe the demographic, household, labour force, employment, education, transportation, residential and economic characteristics of the disabled.

STC/HLT-115 *Formerly Identified as:* SC-220

## Health Research and Analysis

*Description:* Records related to research and analysis studies directed at issues in the health services sector and to a program to make users more aware of the information available. *Topics:* Directory to selected health data; life table analysis of marriage and divorce; health indicators; hospital utilization; Canada Health survey; Canadian Health and Disability Survey.

STC/HLT-120 *Formerly Identified as:* SC-230

## Health Statistics Development

*Description:* Records related to the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community service statistics development; accident statistics development.

STC/CCJ-125 *Formerly Identified as:* SC-240

## Corrections

*Description:* Information related to the delivery of custodial and non-custodial adult correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs.

STC/CCJ-130 *Formerly Identified as:* SC-250

## Criminal Courts

*Description:* Information related to the operation of adult criminal courts in Canada. *Topics:* Manpower and costs associated with the administration of civil and criminal courts; information on caseloads, dispositions and adult offenders.

STC/CCJ-135 *Formerly Identified as:* SC-260

## Homicide

*Description:* Records related to manslaughter, infanticide and murder. *Topics:* Cases reported to the police showing characteristics of incidents; victims and suspects; court procedures; relationship between the suspects and victims.

STC/CCJ-140 *Formerly Identified as:* SC-270

## Uniform Crime Reporting

*Description:* Records and projects related to police administration, crime and traffic. *Topics:* Offences by adults and juveniles; all types of offences including Criminal Code, provincial and municipal statute offences; police force manpower; traffic offences and accidents; Police — federal, provincial, municipal, railway, industrial and National Harbours Board; provincial police commissions.

STC/CCJ-145 *Formerly Identified as:* SC-280

## Family Courts

*Description:* Developmental project to gather statistics from those courts handling family matters. *Topics:* Not yet finalized, but may include basic caseload, enforcement of maintenance.

# STATISTICS CANADA

STC/CCJ-150 *Formerly Identified as:* SC-290

## Administrative Tribunals

*Description:* An inventory and comparison of federal and provincial administrative boards, commissions and tribunals in six jurisdictions.

*Topics:* The powers and authority of each tribunal; internal operations; activities; appeals.

STC/CCJ-155 *Formerly Identified as:* SC-300

## Juvenile Services

*Description:* Records related to juvenile offenders appearing in juvenile and family courts in Canada. *Topics:* Charge; adjudication; disposition; juvenile age and sex.

STC/CCJ-160 *Formerly Identified as:* NO REFERENCE

## Legal Aid (New)

*Description:* Information relating to the delivery of legal aid in each of the provincial and territorial jurisdictions. *Topics:* Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan.

STC/ECT-165 *Formerly Identified as:* SC-310

## Elementary and Secondary Education

*Description:* Records related to teaching staff, enrolments, minority and second language education, and interprovincial and international migration of children. *Topics:* Students; teachers; facilities and transportation (1971-72); boards and trustees; private schools, kindergartens, nurseries (1974-75); schools for the blind and deaf; enrolments, attendance and withdrawals (1975-76); interprovincial movement of children; minority language programs; adult education.

STC/ECT-170 *Formerly Identified as:* SC-320

## Post-secondary Education

*Description:* Records related to enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students; university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education.

STC/ECT-175 *Formerly Identified as:* SC-330

## Education Finance

*Description:* Records relating to expenditures of governments, school boards, colleges and universities for all levels of education. *Topics:* Financing; estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures; federal government expenditures in support of education and training.

STC/ECT-180 *Formerly Identified as:* SC-340

## Projections and Analysis (Revised)

*Description:* The Projections and Analysis Section represents the analytic capability of the division. Studies are undertaken in response to the priorities of the relevant policy departments and other major user groups. *Topics:* The section is responsible for two annual summary publications on education: Education in Canada, a handbook of key statistics for all levels of instruction, and Advance Statistics of Education, which contains short-range projections of major variables; in addition, studies are undertaken in response to the priorities of the relevant policy departments and other major user groups; for example, development of a model for projecting potential labour force entrants by level of attainment, analysis of special surveys of adult education and post-secondary graduates, and compilation of a compendium of culture statistics.

STC/ECT-185 *Formerly Identified as:* SC-350

## Cultural Institutions (Revised)

*Description:* Records relating to characteristics of cultural institutions acquiring, preserving and holding cultural and natural materials; heritage institutions; libraries. *Topics:* Holdings; physical facilities; attendance; personnel; finance.

STC/ECT-190 *Formerly Identified as:* SC-360

## Cultural Industries (Revised)

*Description:* Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books, newspapers and periodicals, records, film and video, and radio and television. *Topics:* Number and type of product; domestic, export and import sales, revenue and expenditures; balance sheet; sales by client.

STC/ECT-195 *Formerly Identified as:* SC-370

## Cultural Activities (Revised)

*Description:* Records relating to performing arts organizations; creative and performing artists (visual artists, writers, actors and directors, musicians and composers, dancers and choreographers); and cultural activities of Canadians. *Topics:* Finances, audiences, personnel; demographic characteristics, training, employment, income and expenses; attendance at cultural events, reading habits, use of time.

STC/ECT-200 *Formerly Identified as:* SC-380

## Travel, Tourism and Recreation

*Description:* Records relating to travel, travellers and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; automobiles; public transportation; recreation equipment; vacation homes. *Special Access Note:* Refer also to STC/HLD-045; STC/HLD-050; STC/IFE-250; STC/SER-425.

STC/ECT-205 *Formerly Identified as:* NO REFERENCE

## Government Expenditures on Culture (New)

*Description:* Expenditures by the federal government, as well as provincial and municipal governments, on culture. *Topics:* Wages and salaries, goods and services, operating and capital expenditures, current and capital grants; contributions and transfers, in the major cultural areas (libraries, museums, archives, literary, visual and performing arts, crafts, recording, multiculturalism, film and broadcasting).

STC/PUI-210 *Formerly Identified as:* SC-390

## Local Government

*Description:* Records related to municipal governments and related boards. *Topics:* Local government revenues and expenditures; assets, liabilities and debt position; employment and payrolls; urban region breakdowns.

STC/PUI-215 *Formerly Identified as:* SC-400

## Provincial Government

*Description:* Records related to provincial and territorial governments and their boards; agencies and commissions. *Topics:* Provincial and territorial government and government enterprise; revenues and expenditures; assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.

STC/PUI-220 *Formerly Identified as:* SC-410

## Federal Government

*Description:* Records relating to federal governments and related boards. *Topics:* Federal government revenues and expenditures; assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.



**STC/NAC-225** *Formerly Identified as:* SC-420

**National Accounts and Analytical Services Field Operations**

*Description:* General operations relating to the overall functions of the field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys.

**STC/NAD-230** *Formerly Identified as:* SC-520

**National Accounts Development (Revised)**

*Description:* Records relate to research papers and consist of analytical manipulations of existing Statistics Canada data, their description, interpretation and explanation. *Topics:* Urban indicators; time use data; non-market production; extension of national accounts; concepts, definitions; inflation accounting; household work; underground economy; total consumption; satellite accounts.

**STC/GNP-235** *Formerly Identified as:* SC-430

**Gross National Product**

*Description:* Records related to the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy — persons, business, government and non-residents; estimates of production by industry; provincial estimates of personal income and provincial product and their components.

**STC/IMA-240** *Formerly Identified as:* SC-440

**Industry Measures**

*Description:* Records related to industrial output. *Topics:* Gross domestic product by industry; real output measures; provincial output; value added; constant price provincial output; industry measures; real domestic product; index of industrial production; gross output by industry; intermediate inputs by industry.

**STC/IFE-245** *Formerly Identified as:* SC-450

**Financial Flows**

*Description:* Records related to financial flows between different sectors of the Canadian economy and balance sheet data for the same sectors and for the economy as a whole. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world.

**STC/IFE-250** *Formerly Identified as:* SC-460

**International Travel**

*Description:* Records related to the activities of Canadians travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations. *Special Access Note:* See also STC/ECT-200 for domestic travel.

**STC/IFE-255** *Formerly Identified as:* SC-470

**Business Microdata Integration and Analysis**

*Description:* Business microdata integration and analysis related to the activities of foreign and domestic controlled enterprises, companies and establishments in Canada and similar Canadian-controlled entities abroad. *Topics:* Employment; shipments; imports; capital expenditures; value added.

**STC/IFE-260** *Formerly Identified as:* SC-480

**Balance of Payments**

*Description:* Schedules, correspondence and working papers related to the production of statistics on the balance of payments. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance-of-payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and air

freight; data on Canadian and foreign government transactions and on business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments and miscellaneous income transactions with non-residents, including real estate transactions; personal and institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows, including direct and portfolio investment; short-term assets and liabilities with non-residents; investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign bank borrowing; geographical distributions of ownership of capital.

**STC/INO-265** *Formerly Identified as:* SC-490

**Input-Output**

*Description:* Records related to the development and maintenance of national and regional input-output tables, models productivity measures and correspondence with clients in reference to customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs; data for 1979 for interprovincial trade flows and input-output tables for each province; model documentation for national input-output tables, regional input-output tables, price model and energy mode; annual data and records relative to the development and maintenance of productivity measures; correspondence with clients of customer-specific economic models.

**STC/INO-270** *Formerly Identified as:* SC-570

**Detailed Energy Balances**

*Description:* Supply and disposition tables for Canada by fuel in natural units and thermal equivalents for the years 1966, 1971, 1974 and 1976.

**STC/ECA-275** *Formerly Identified as:* SC-500

**Econometric Analysis**

*Description:* The records comprise current analyses of the Canadian economy and background studies that provide context for current analyses.

**STC/POS-280** *Formerly Identified as:* SC-510

**Population Studies (Revised)**

*Description:* Records relate to population studies.

**STC/SES-285** *Formerly Identified as:* SC-530

**Social and Economic Studies**

*Description:* Records relate to studies undertaken by the division using statistical records produced by other areas of the Department.

**STC/STA-290** *Formerly Identified as:* SC-550

**Models (Revised)**

*Description:* Socioeconomic resource framework, including component models for demography, households, health, education, transportation production, and energy.

**STC/STA-295** *Formerly Identified as:* SC-560

**Socioeconomic Data (Revised)**

*Description:* Model related databases of historical socioeconomic data; data input to models run specially for particular clients on a fee-for-service basis; compendium of environmental statistics published as Human Activities and the Environment.



**STC/DIA-300** *Formerly Identified as:* NO REFERENCE  
**Distributional Analysis (New)**

*Description:* The division uses data sets produced and maintained by other divisions within Statistics Canada.

**STC/BTS-305** *Formerly Identified as:* NO REFERENCE  
**Business and Trade Statistics Field Operations (New)**

*Description:* General operations relating to the overall functions of the field.

**STC/IND-310** *Formerly Identified as:* SC-600  
**Shipments, Inventories and Orders**

*Description:* Records related to shipments, inventories and orders; business conditions and inventory accounting methods. *Topics:* Estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; turn-over periods in manufacturing industries; inventory accounting (surveys conducted in 1949 and again in 1975).

**STC/IND-315** *Formerly Identified as:* SC-610  
**Energy (Revised)**

*Description:* Records related to electricity and mineral fuels. The statistical programs are carried out in collaboration with other government agencies such as the Department of Energy, Mines and Resources, the National Energy Board, the Petroleum Monitoring Agency, and various provincial departments. *Topics:* Supply and disposition of solid fuels, liquid fuels, gas, electricity and renewable energy forms; financial and operating statistics in respect of energy industries and pipelines.

**STC/IND-320** *Formerly Identified as:* SC-620  
**Food, Beverages and Tobacco**

*Description:* Records related to the production and processing of food, beverages and tobacco. *Topics:* Soft drinks; grain millings; oils; fats; bakery products; poultry products; meats; cigarettes, cigars and cut tobacco; processed cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetables; flour and breakfast cereal products; sugar.

**STC/IND-325** *Formerly Identified as:* SC-630  
**Leather**

*Description:* Records related to the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings.

**STC/IND-330** *Formerly Identified as:* SC-640  
**Textiles and Apparel**

*Description:* Records related to the production and consumption of textiles and apparel. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories.

**STC/IND-335** *Formerly Identified as:* SC-650  
**Plastics, Chemicals and Rubber**

*Description:* Records related to the production, sale and consumption of plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film and bags, soaps and cleaning compounds, high pressure decorative laminate sheet, plastic bottles.

**STC/IND-340** *Formerly Identified as:* SC-660  
**Miscellaneous Manufacturing Products**

*Description:* Records related to the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; sporting goods; scientific and professional equipment; signs and displays; jewellery and silverware; coated products.

**STC/IND-345** *Formerly Identified as:* SC-670  
**Machinery and Transportation Equipment**

*Description:* Records related to the manufacture of machinery and transportation equipment. *Topics:* Agricultural implements; aircraft and parts; boat building and repair; machine shops; motor vehicles; motor vehicle parts and accessories; railroad rolling stock; miscellaneous vehicles; commercial refrigeration and air conditioning equipment; office and store machinery; truck bodies and trailers; miscellaneous machinery and equipment; ship building and repair.

**STC/IND-350** *Formerly Identified as:* SC-680  
**Electrical Equipment**

*Description:* Records related to the production and sales of electrical equipment. *Topics:* Domestic refrigeration and freezers; domestic washing machines and clothes dryers; domestic electrical appliances; electric lamps (light sources); small electrical appliances; major appliances (electric and non-electric); household radio and television receivers; communications equipment; batteries; electric wire and cable; lighting fixtures manufacturers.

**STC/IND-355** *Formerly Identified as:* SC-690  
**Wood and Furniture Products**

*Description:* Records related to the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planing mills; shingle mills; sash, door and other millwork plants; wooden boxes; coffins and caskets; wood preservation; wood turnings particle board and wafer board and miscellaneous wood products; household furniture; office furniture; electric lamps and shades.

**STC/IND-360** *Formerly Identified as:* SC-700  
**Paper Products and Printing**

*Description:* Record related to paper products and printing. *Topics:* Hardboard; rigid insulating board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes.

**STC/IND-365** *Formerly Identified as:* SC-710  
**Metals**

*Description:* Record related to primary metals (manufactured) and fabricated metal products. *Topics:* Primary iron and steel; ingots, steel castings and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloys and addition agents; non-metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured tin; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminium; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and cutlery manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating.

**STC/IND-370** *Formerly Identified as:* SC-790  
**Construction Industry**

*Description:* Records related to the construction industry and various construction contracting industries including cost, input, output data by type of trade. *Topics:* Type of construction; total value of construction; repair work; labour content; per capita value of construction; construction contracting industries — mechanical, electrical highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades.

STC/IND-375 *Formerly Identified as:* SC-820

## **Retail Trade**

*Description:* Records related to sales, inventories, and operating data for retail businesses. *Topics:* Chain stores; independent stores; alcoholic beverages stores; motor vehicles dealers; food stores; general merchandise stores; clothing stores; hardware stores; furniture stores; shoe stores; drug stores; campus book stores; direct sellers; vending machine operators; shopping centres; department stores.

STC/IND-380 *Formerly Identified as:* SC-830

## **Wholesale Trade (Revised)**

*Description:* Records related to various types of businesses acting as intermediaries in the field of distribution. Included are wholesale merchants and wholesale agents and brokers. *Topics:* Principal statistics of wholesale merchants and agents and brokers; origin and destination of goods handled by wholesale merchants (1979); lumber and building material sales (1978); construction machinery and equipment sales (1977); diesel and natural gas engine sales (1977); farm implement and equipment sales (1977).

STC/IND-385 *Formerly Identified as:* SC-720

## **Logging (Census of Forestry)**

*Description:* Records related to shipments of roundwood. *Topics:* Sawlogs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood.

STC/TRA-390 *Formerly Identified as:* SC-730

## **Rail Transport**

*Description:* Records relating to rail transportation in Canada and between the United States and Canada. *Topics:* Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; receipts from and deliveries to U.S. rail connections; commodity movement between provinces and to and from U.S. regions. *Storage Media:* Some material held on microfiche and magnetic tape.

STC/TRA-395 *Formerly Identified as:* SC-740

## **Air Transport**

*Description:* Records related to the movement of aircraft passengers, mail and cargo by air and to the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the Canadian Transport Commission. *Topics:* Air carrier financial and operational statistics; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada, between Canada and the United States and internationally; international and domestic air charter statistics; airport activity and traffic flow; fare type statistics; aircraft utilization. *Storage Media:* Some material held on microfiche, microfilm, and magnetic tape.

STC/TRA-400 *Formerly Identified as:* SC-750

## **Road Transport (Revised)**

*Description:* Records relating to road transport in Canada. In addition to programs surveying carriers, certain programs rely on aggregations of provincial and territorial administrative records. *Topics:* Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; commodity origin-destination statistics of the for-hire trucking industry; private trucking statistics, motor vehicle registrations and related licenses; gross and net sales of motive fuels. *Storage Media:* Some material held on microfiche and magnetic tape.

STC/TRA-405 *Formerly Identified as:* SC-760

## **Water Transport (Revised)**

*Description:* Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. *Topics:* Financial and operational statistics on water carriers, including number and kind of vessels, employment, fuel

consumption, type of service; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. *Storage Medium:* Some material held on microfiche.

STC/INT-410 *Formerly Identified as:* SC-850

## **Exports and Imports**

*Description:* Records related to exports and imports. *Topics:* Exports and imports by countries and commodities; export transactions; Canadian trade; flow of goods into and out of Canada; exports by province of (origin) lading; imports by port of clearance; Canadian International Trade Classification; Commodity Classifications; foreign trade; import and export price and volume indexes; volume of imports and exports; seasonally adjusted import and export data. *Storage Medium:* Some data held on microfilm and microfiche.

STC/PRI-415 *Formerly Identified as:* SC-860

## **Retail Prices and Living Costs**

*Description:* Records related to the measurement of consumer price changes and place-to-place price difference, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons, foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. *Storage Medium:* Some material held on microfiche.

STC/PRI-420 *Formerly Identified as:* SC-870

## **Industrial Prices**

*Description:* Records related to the measurements of price movements in the production and distribution of commodities and services. *Topics:* Selling price indexes: manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electric utility selling price indexes; selected purchase price index: special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes; thermal coal price index. *Storage Medium:* Some material held on microfilm.

STC/SER-425 *Formerly Identified as:* SC-840

## **Service Trade (Revised)**

*Description:* Records related to financial, descriptive, and other operating data of service industry businesses. *Topics:* Amusement and recreational industries: motion picture theatres, motion picture and video production, laboratories and distribution, golf clubs, marinas, skiing facilities, etc.; business services: employment agencies and personnel suppliers, computer services, engineering and scientific services, advertising agencies, etc.; personal and household services: funeral directors, laundries and dry cleaning services, self service laundries and dry cleaners, barber and beauty shops, etc.; other miscellaneous services: industrial machinery and equipment rental, automobile and truck rental and leasing, janitorial services, ticket and travel agencies and tour operators; accommodation and food-services: hotels, motels, campgrounds, restaurants, taverns and caterers, etc.

STC/SER-430 *Formerly Identified as:* SC-770

## **Communications — Radio, Television, Cablevision, Telecommunications**

*Description:* Records related to licensed radio and television stations, including the CBC and other national and regional networks; cable television systems; telecommunications carriers; and all telephone systems operating in Canada. *Topics:* Financial statistics; employees, salaries and wages on radio and television broadcasting, cable television and telecommunications carriers; telephones in operation by type of service and type of exchange; cable television subscribers.



# STATISTICS CANADA

STC/IOF-435 *Formerly Identified as:* SC-580

## **Business Finance and Taxation**

*Description:* Records related to financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics — assets, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings; corporate taxation statistics — provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income; volume of cheques cashed by chartered banks.

STC/IOF-440 *Formerly Identified as:* SC-590

## **Corporations and Labour Unions Returns Act (CALURA)**

*Description:* Records related to financial data and ownership of corporations, and to financial statements and membership data of labour unions. *Topics:* Corporate statistics — country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions — financial statistics, number of locals, members and collective agreements.

STC/AGR-445 *Formerly Identified as:* SC-880

## **Census of Agriculture**

*Description:* Records related to recurring five-year and ten-year censuses of agriculture. *Topics:* Numbers of farms; areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exiters from farming occupation. *Special Access Note:* Census of Agriculture data are available in a variety of forms — printed volumes, graphic presentations, photocopies of tabulations, microfilm, microfiche, user summary tapes, and special tabulations. Most information is available from the Publication Sales and Services Section. User summary tapes and special requests are handled directly by the User Services Section of the Agriculture Division.

STC/AGR-450 *Formerly Identified as:* SC-890

## **Crops**

*Description:* Records related to measurements and forecasts of area, yield and production, as well as stocks and movement of most crops grown in Canada. *Topics:* Field crops; grain marketing; horticulture; per capita food disappearance. *Storage Medium:* Some material held on microfiche.

STC/AGR-455 *Formerly Identified as:* SC-900

## **Farm Income and Prices**

*Description:* Records related to farm financial accounts. *Topics:* Farm cash receipts; farm expenditures; expenses; farm net income; inventory changes; farm prices and indexes; farm debt; value of farm capital; wages paid to hired farm help; number of farms. *Storage Medium:* Some material held on microfiche.

STC/AGR-460 *Formerly Identified as:* SC-910

## **Livestock and Animal Products**

*Description:* Records related to production and per capita disappearance of meats and animal products; wool production; dairy statistics; stocks of frozen food. *Topics:* Inventories; actual and forecasted births and deaths; cold storage; dairy products; fur; poultry and eggs; livestock slaughter; wool. *Storage Medium:* Some material held on microfiche.

STC/SCT-465 *Formerly Identified as:* SC-920

## **Science Statistics**

*Description:* Records relating to the nature, state and direction of science and technology in the public and private sectors. *Topics:* Science and technology in the federal government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in certain provincial governments; and in universities.

STC/SCT-470 *Formerly Identified as:* SC-800

## **Capital Stock**

*Description:* Records related to the value of fixed assets and their degree of utilization in the manufacturing sector. *Topics:* Series on capital stocks and depreciation in both current and constant dollars by industry and province; series on capacity utilization rates for manufacturing industry groups.

STC/SCT-475 *Formerly Identified as:* SC-810

## **Capital Expenditures**

*Description:* Records related to capital and related expenditures on new construction and new purchased machinery and equipment repair work on structures and on machinery. *Topics:* Provincial capital and related expenditures by industry and a breakdown of private and public investment.

STC/SCT-480 *Formerly Identified as:* SC-780

## **Current Investment Indicators**

*Description:* Records related to building permits and housing starts and completions, capital expenditures and fixed assets in housing. *Topics:* Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions growth of housing stock; construction activity indicators.

STC/INM-485 *Formerly Identified as:* SC-930

## **Informatics and Methodology Field Operations (Revised)**

*Description:* Records relating to the overall functions of the field. *Topics:* Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology.

STC/ISD-490 *Formerly Identified as:* SC-940

## **Systems and Programs**

*Description:* Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs; application systems; utility programs; generalized programs; control programs; system software. *Retrievability:* Sequenced by system identification code.

STC/ISD-495 *Formerly Identified as:* SC-950

## **System Documentation**

*Description:* General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Retrievability:* Sequenced by system identification code.

STC/ISD-500 *Formerly Identified as:* SC-970

## **Geocartographics**

*Description:* The geocartographics centre consists of a multidisciplinary team which offers computer assisted drafting, graphics, cartography and geography services. Its records consist of correspondence, studies and reports related to various aspects of the work of the centre. *Topics:* Determination of inhabited areas; co-ordinate transformation systems; geographically referenced data storage and retrieval system; automated cartography; spatial systems technology; spatial information display system; mapping programs; dot mapping; digitization of area data; perspective view maps; map projections; choropleth maps; polygon encoding methods; projection transformation.

STC/CLS-505 *Formerly Identified as:* SC-960

## **EDP Training**

*Description:* The EDP Training section, in conjunction with the Departmental Training and Development section, evaluates the requirements of the agency for EDP training, evaluates and develops courses and co-ordinates the teaching of courses. Records relate to all aspects of EDP training. *Topics:* Data processing; time sharing; programming and systems analysis; software packages. *Special*



## STATISTICS CANADA

*Access Note:* For information consult the Departmental Training and Development section of Statistics Canada.

STC/CLS-510 *Formerly Identified as:* SC-980

### Technical Evaluation (Revised)

*Description:* Research into the feasibility and applicability of new EDP technology to the agency's program plans, evaluations of the cost effectiveness of new EDP technology. *Topics:* COM (Computer Output to Microfilm); OCR (Optical Character Recognition); RJE (Remote Job Entry); telecommunications; data storage media; time-sharing; terminals; word processing; page printing; mapping; geocoding.

STC/CLS-515 *Formerly Identified as:* SC-990

### EDP Standards and Procedures

*Description:* Records related to standards and procedures applicable to EDP functions. *Topics:* Planning; project development and control; EDP services; procurement of goods and services; hardware; software; security; standards; training; documentation; maintenance of programs and systems; data capture; software support; data storage; archiving of machine-readable material; general data administration.

STC/GEO-520 *Formerly Identified as:* SC-1000

### Geography Division

*Description:* Records related to geographically referenced data; current census boundaries; and specifications for maps and bulletins. *Topics:* Municipal boundaries; street names; geographic concepts; geographical reference data; geostatistical areas — provinces, census divisions, counties, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; street indexes for large (50,000+) urban areas; enumeration area maps; geostatistical area maps. *Storage Media:* Enumeration area maps held on microfilm for the 1971 and 1976 Census and on hard copy (paper) format for 1981.

STC/BUS-525 *Formerly Identified as:* SC-1010

### Business Profiles

*Description:* Records related to the maintenance of the Business Register and the structure of reporting units. *Topics:* Business Register specifications; profiles of establishments; up-to-date names and addresses of businesses; profiling procedures. *Storage Medium:* Some material held on microfilm and microfiche.

STC/BUS-530 *Formerly Identified as:* SC-1020

### Taxation Data

*Description:* Records related to the accessing of statistical data from taxation records of incorporated and unincorporated businesses. *Topics:* Access to T1 and T2 tax returns; professional and business tax returns; T4/T4A tax form summary; use of tax data for statistical purposes.

STC/STD-535 *Formerly Identified as:* SC-1030

### Standards

*Description:* Correspondence, research and background papers related to the production of standard classifications and concepts. *Topics:* Standard geographical classification; social concepts directory; principal commodity groups; standard commodity classification; standard classification of services; international standard classifications; standard occupational classification; standard industrial classification; industrial company classification; Statistical Data Documentation System; Statistical Units; profiling.

STC/SVM-540 *Formerly Identified as:* SC-1040

### Methodology (Revised)

*Description:* The records relate to methodological issues and research on survey design, estimation techniques and methods in analysis of data from complex surveys. *Topics:* Planning; work plans; work programs; editing; imputation; faulty and missing data; quality control; record linkage; sample design; estimation procedures; methods of analysis with data from complex surveys and other survey methods research. *Storage Medium:* Some material held on microfiche.

STC/BSM-545 *Formerly Identified as:* SC-1050

### Business Survey Methods (Revised)

*Description:* The records relate to methodological issues and problems common to the business surveys. *Topics:* Concepts; definitions; index formulation; survey design and estimation; quality control; methodology of sampling frames; data linkage techniques; estimation procedures; data edit and audit; confidentiality; non-sampling errors.

STC/ADD-550 *Formerly Identified as:* SC-1060

### Administrative Data Development (Revised)

*Description:* Records relate to the administrative data development studies conducted by the division. *Topics:* Social data; sub-provincial data; labour force; migration; income.

STC/TSR-555 *Formerly Identified as:* SC-1070

### Time Series (Revised)

*Description:* The records relate to fundamental research on seasonality and time-series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA.

STC/SAD-560 *Formerly Identified as:* SC-1080

### Small Area Data (Revised)

*Description:* The Small Area Database, publicly accessible through the CANSIM Cross-Classified System, will contain socioeconomic and demographic data for sub-provincial geographic areas. These data come from sources within, and external to, Statistics Canada.

STC/COM-565 *Formerly Identified as:* NO REFERENCE

### Communications and Operations Field Operations (New)

*Description:* General operations relating to the overall functions of the field.

STC/MAN-570 *Formerly Identified as:* NO REFERENCE

### Management Services Field Operations (New)

*Description:* Records relate to the overall functions of the field.

STC/DAC-575 *Formerly Identified as:* NO REFERENCE

### Data Access (New)

*Description:* Records relate to requests received under the *Access to Information and Privacy Acts*; agreement with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data and the discretionary disclosure of information pursuant to the *Statistics Act*.

STC/FIN-580 *Formerly Identified as:* NO REFERENCE

### Financial Operations (New)

*Description:* Records relate to expenditure and revenue transactions, the financial management information system, recoverable projects accounting, contract administration and general accounting services.

## Deleted Classes of Records

SC-540 Structural Analysis Division

# **OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN**

## **Chapter 93**

## OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

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**OFFICE OF THE  
CO-ORDINATOR,  
STATUS OF WOMEN**

(OSW)

005 Ministerial Affairs  
010 Federal Government Affairs  
015 Legislative Aspects  
020 Committees  
025 Women in Public Life  
030 Federal-Provincial Affairs  
035 International Liaison  
040 International Affairs

ACCESS TO INFORMATION  
CO-ORDINATOR  
OFFICE OF THE CO-ORDINATOR,  
STATUS OF WOMEN  
151 SPARKS STREET  
ROOM 1005  
LA PROMENADE BUILDING  
OTTAWA, ONTARIO  
K1A 1C3



# OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

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## Background

In 1967, the Government of Canada, seeking to respond to the difficulties faced by women in Canada, established a Royal Commission on the Status of Women (RCSW). In 1970, the RCSW tabled its report to Parliament containing 167 recommendations for federal and provincial governments. In 1971, Canada named a Minister responsible for the Status of Women and set up a Co-ordinator's Office within the Privy Council Office. In 1975, a special project called International Women's Year was set up to promote the role of women, and special information and educational programs were instituted across Canada to explain the situation of Canadian women. In 1976, the Office of the Co-ordinator, Status of Women became a department under Order-in-Council P.C. 1976-779.

## Overall Responsibilities

The objective of the program is to ensure that the federal government carries out its commitment to equality between women and men and to ensure that equal opportunities for women in all spheres of Canadian life are promoted. This is achieved through:

- systematic analysis for the Minister of the impact on women of proposals, especially proposals for policy, legislative and program change;
- co-ordination of policy analysis on an interdepartmental, federal-provincial and international level so that policy recommendations to improve the status of women can be proposed to Cabinet by the Minister responsible for the Status of Women; and
- communication with women's groups, non-government organizations and the general public on government priorities and issues of concern to women.

The program is delivered by performing three functions which are reflected in its organization. They are: Policy Analysis and Development, External Relations, and Public Information/Communications.

## Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Office of the Co-ordinator, Status of Women  
151 Sparks Street  
Room 1005  
La Promenade Building  
Ottawa, Ontario  
K1A 1C3  
Telephone: (613) 995-7835

## Office of the Co-ordinator

### Policy Analysis and Development

This function involves the systematic analysis of the impact of existing government programs on women and the review of proposals for new or revised programs, policies and legislation with regard to their impact on women. Policy analysis and development is carried out at the federal level as well as in co-operation with provincial governments and international bodies.

### External Relations

This function consists of ongoing consultations with women's groups, academics, and other groups and individuals at all levels interested in the current environment and in assisting these groups and individuals

in their contacts with the federal government. Status of Women Canada also represents Canada on the United Nations Status of Women Commission, the Working Party on the Role of Women in the Economy of the Organization for Economic Co-operation and Development, and the Organization of American States Status of Women Commission.

## Public Information/Communications

This function informs women's groups and the general public of federal priorities and programs relating to the status of women by assisting the Minister in the preparation of speeches, correspondence, and media briefings. It also consists of media analysis, answering queries from the public and issuing publications dealing with women's issues and related areas of interest.

## Classes of Records

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OSW/OSW-005 *Formerly Identified as:* SW-10  
**Ministerial Affairs**

*Description:* Notes for debates and for question period as well as background information frequently based on Cabinet decisions and directives. Reports on activities of federal departments, other governments and non-government organizations, and departmental recommendations to the Minister.

OSW/OSW-010 *Formerly Identified as:* SW-20  
**Federal Government Affairs**

*Description:* Information on women's issues, correspondence between departments to ensure program objectives which promote women are met. *Topics:* Employment programs; employment services; maternity benefits; affirmative action; day care; family violence; health promotion; Canada Assistance Plan; female offenders.

OSW/OSW-015 *Formerly Identified as:* SW-30  
**Legislative Aspects**

*Description:* Information on legislative measures to amend or revise individual Acts, such as the *Charter of Rights*. *Topics:* *Unemployment Insurance Act*; various pension Acts; Criminal Code; *Canadian Human Rights Act*; *Divorce Act*; *Indian Act*; etc.

OSW/OSW-020 *Formerly Identified as:* SW-40  
**Committees**

*Description:* Material on the establishment of or participation in committees, working groups, interdepartmental committees and intergovernmental committees. *Topics:* Committees related to Year of the Child; sexual harassment; day care; family violence; human rights; Year of the Disabled — 1981; victims of crime; family benefits; Convention on the elimination of all forms of discrimination against women; Royal Commission on the Status of Women; women and aging.

OSW/OSW-025 *Formerly Identified as:* SW-50  
**Women in Public Life**

*Description:* Information on women in public life, women in research, women in the economy, women in arts and culture, women in politics. *Topics:* Alcoholism; women and aging; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; women in the labour force; equal pay for work of equal value; sexual harassment; technological change; pension.

OSW/OSW-030 *Formerly Identified as:* SW-60  
**Federal-Provincial Affairs**

*Description:* Information on functions; agendas; minutes; reports and participation in conferences by Status of Women Canada. *Topics:* Human rights; federal-provincial meetings of ministers responsible for

## OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

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Status of Women; Immigrant Women's Conference; non-government organizations; Constitutional conference.

OSW/OSW-035 *Formerly Identified as:* SW-70

### **International Liaison**

*Description:* Information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world.

OSW/OSW-040 *Formerly Identified as:* SW-80

### **International Affairs**

*Description:* Information on the advancement of women throughout the world and material related to United Nations programs to promote equality of women; also OECD programs. *Topics:* U.N. Conventions and Declarations; International Conferences; U.N. Human Rights; World Program of Action; Employment of Women in Agencies; World Assembly on Aging; 1980 Conference on Decade for Women (Copenhagen); 1985 Conference on Women.

# **THE ST. LAWRENCE SEAWAY AUTHORITY**

## **Chapter 94**



# THE ST. LAWRENCE SEAWAY AUTHORITY

## THE ST. LAWRENCE SEAWAY AUTHORITY

(SLS)

### CORPORATE PLANNING BRANCH, PLANNING AND DEVELOPMENT DIVISION

(CPB)

005 Security

### FINANCE AND ACCOUNTING BRANCH, TOLLS AND STATISTICS SECTION

(FAB)

020 Traffic  
025 Transit Declaration Forms  
(Cargo and Passenger)

### OPERATIONS DIVISION, EASTERN REGION

(ODE)

040 Telecommunications  
045 Operations Source Documents,  
Eastern Region  
050 Traffic Control Centre Tape Recordings,  
Eastern Region

### OPERATIONS AND MAINTENANCE BRANCH

(OMB)

010 Navigation  
015 Hydraulics  
065 Bridges  
070 Locks  
080 Canals

### FINANCE AND ACCOUNTING BRANCH, ACCOUNTS RECEIVABLE SECTION

(FAR)

030 Traffic Accounts Receivable  
Invoices  
035 Traffic Pre-Clearance Forms

### ENGINEERING AND MAINTENANCE DIVISION, EASTERN REGION

(EME)

055 Electric Plants



# THE ST. LAWRENCE SEAWAY AUTHORITY

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## OPERATIONS DIVISION, WESTERN REGION

(ODW)

040 Telecommunications  
045 Operations Source Documents,  
Western Region  
050 Traffic Control Centre Tape  
Recordings, Western Region

## ENGINEERING AND MAINTENANCE DIVISION, WESTERN REGION

(EMW)

055 Electric Plants  
100 Soil Mechanics and  
Foundation Engineering  
105 Concrete Control  
115 Welland Canal Twinning Project  
Contractors' Association

## ENGINEERING SERVICES BRANCH

(ESB)

060 Remedial Works and  
Public Services  
065 Bridges  
070 Locks  
075 Planning and Development  
by Other Agencies  
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085 Hydraulic Models  
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## THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD.

(SIB)

120 The Seaway International Bridge

## JACQUES CARTIER AND CHAMPLAIN BRIDGES, INC.

(JCB)

125 Jacques Cartier Bridge  
130 Champlain Bridge

ACCESS TO INFORMATION  
CO-ORDINATOR  
ST. LAWRENCE SEAWAY AUTHORITY  
PLACE DE VILLE  
TOWER A  
320 QUEEN STREET  
OTTAWA, ONTARIO  
K1A 5A3

# THE ST. LAWRENCE SEAWAY AUTHORITY

## Background

The St. Lawrence Seaway Authority (SLSA) was established in 1954 by the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule C, Part I) within the meaning and purpose of the *Financial Administration Act*.

## Overall Responsibilities

The Authority was incorporated to ensure:

- acquisition of lands for, and the construction, maintenance and operation of all such works as may be necessary to provide and maintain, alone or in conjunction with an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie;
- construction, maintenance and operation of all such works as the Governor-in-Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement;
- acquisition of lands for, and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States as authorized by the Act; and acquisition, with the approval of the Governor-in-Council, of shares in or property of any bridge company, as well as operation and management of these bridges; and
- acquisition of lands for, and construction or acquisition, maintenance and operation of such works or other property as the Governor-in-Council may deem necessary for works undertaken pursuant to the Act.

The objectives of the St. Lawrence Seaway Authority support the basic objective of the Canadian Marine Transportation Administration to provide safe, efficient facilities and services for waterborne commerce and marine operations, and include:

- the provision, operation and maintenance of an efficient deep waterway, assuring through navigation to the head of the Great Lakes;
- recovery of the costs required to operate this waterway;
- development and enforcement of regulations and standards to ensure safe and efficient movement of marine traffic, proper supervision and control of vessel operations, and protection of the environment; and
- assessment, on a continuous basis, of the need for improvements to the seaway system.

The Act confers various powers on the Authority, including the power to borrow money and produce revenue by levying tolls for the use of the deep waterway.

In 1976, the financial structure of the St. Lawrence Seaway Authority was revised. In 1978, under the terms of a joint agreement with the United States Saint Lawrence Seaway Development Corporation, a new tariff of tolls was implemented, with increases being phased in over three years. These actions were designed to put the Authority on a self-supporting basis, although since 1980 it has been necessary to negotiate further toll increases with the United States to maintain self-sufficiency as required by Cabinet.

The Authority has operating responsibility for locks in two canal sections. It also operates numerous tunnels, bridges and ancillary structures. For operational and management purposes, the deep waterway is divided into two sections.

The Montréal-Lake Ontario eastern section includes seven locks which raise marine traffic a total of 68 meters. Five of the locks are

located in Canada while two are in the United States. The latter are operated and maintained by the United States Saint Lawrence Seaway Development Corporation.

The Welland Canal western section includes eight locks between Lake Ontario and Lake Erie — three of which are twinned — which raise marine traffic a total of 99 meters. This section was transferred from the Department of Transport to the Authority in 1959 and deemed to be part of the deep waterway system. Since 1959, the Authority has deepened the canal, constructed tunnels under it, built a new by-pass channel around the City of Welland and made many other improvements designed to increase the efficiency of the system.

## Organization

The three members of the Authority as well as Legal Services, Corporate Planning, and Planning and Development are located in Ottawa. Central services, located in Cornwall, Ontario include operations and maintenance, personnel and administration, and finance. The headquarters of the eastern section, which extends from Montréal to Lake Ontario, is in St. Lambert, Québec. The Engineering Services Branch is also located there. The western section, which operates the Canadian-owned Welland Canal, is in St. Catharines, Ontario.

The *St. Lawrence Seaway Authority Act* was amended in 1956 to give the Authority the power to incorporate subsidiaries. There are now three: the Seaway International Bridge Corporation, Ltd., the Great Lakes Pilotage Authority, and the Jacques Cartier and Champlain Bridges Incorporated.

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company Ltd., was incorporated by Letters Patent under the *Canada Companies Act* on November 13, 1962 and received its certificate of continuance under the new *Canada Business Corporations Act* on February 20, 1980. Its head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

The Great Lakes Pilotage Authority was created under the *Pilotage Act*. The objectives of this Authority are to establish, operate, maintain and administer a pilotage service in the province of Québec, south of the northern entrance to St. Lambert Lock, and all Canadian waters in and around the provinces of Ontario and Manitoba. Its head office is located in Cornwall, Ontario which is also the location of its eastern region office. Its western region office is located in St. Catharines, Ontario.

The Jacques Cartier and Champlain Bridges, Inc. received its certificate of incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montréal area were transferred to this corporation from the National Harbours Board (Ports Canada) by Order-in-Council P.C. 1978-3139, dated October 12, 1978, as amended, effective December 1, 1978. Its head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Québec.

In addition to the foregoing, by virtue of P.C. 1976-2407 of September 28, 1976, the St. Lawrence Seaway Authority has been entrusted with the maintenance and operation of the Canadian span of the Thousand Islands Bridge over the St. Lawrence River between Landsdowne, Ontario and Collins Landing, New York, including all appurtenant structures and property located in Canada.

By the terms of an agreement dated March 1, 1977, between the St. Lawrence Seaway Authority and the United States Thousand Islands Bridge Authority, the latter operates as an agent of the Authority for



# THE ST. LAWRENCE SEAWAY AUTHORITY

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that portion of the Thousand Islands Bridge which lies in Canada and is under control of the St. Lawrence Seaway Authority.

## Access Procedures

All formal access requests to both the St. Lawrence Seaway Authority and the Seaway International Bridge Corporation, Ltd. under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
The St. Lawrence Seaway Authority  
Place de Ville  
Tower A  
320 Queen Street  
Ottawa, Ontario  
K1R 5A3  
Telephone: (613) 598-4605

## Corporate Planning Branch

This branch is responsible for applying a systematic approach to clarifying corporate objectives, making strategic decisions and checking progress towards the objectives. Corporate objectives are the objectives for the organization as a whole and not for parts of it. Strategic decisions are decisions which affect the organization as a whole over a long period of time. Specific responsibilities, outlined below, are carried out between two sections.

### Corporate Planning Section

- preparation of specific corporate plans for fiscal periods;
- participation in the formulation of financial policies;
- development of strategies for improving productivity;
- liaison with central agencies and government departments;
- development of sensitivity to Seaway users' needs;
- development and implementation of performance measurement indicators; and
- participation in the improvement of internal communications including the distribution of business news.

### Economics Section

- Data Collection — identification and collection of statistical data and information related to the Seaway economic program.
- Database — development, maintenance and update of a database to store, review and analyze data related to the Seaway economic program.
- Economic Market Analysis — performance of macroeconomic and regional market analyses to determine commodity flows along the Seaway.
- Traffic Forecasting — preparation and update of short- and long-range traffic forecasts for commodities moving through the Seaway.
- Tolls and sensitivity analyses — monthly and annual toll revenue estimates. These include determination of optimum toll increases to satisfy revenue needs.
- Other economic studies — assessments of the regional impacts of the Seaway. These include benefit-cost analyses, feasibility studies and the evaluation of reports and proposals related to the economic program of the seaway.

## Planning and Development Division

This division is responsible for the continued planning of conventional improvements to the Seaway system; for major studies on hybrid incremental twinning proposals for the Welland Canal and associated

engineering analyses; for feasibility studies, and for cost-benefit studies related to these programs. The division is also responsible for liaison with the Canadian Coast Guard and the United States Saint Lawrence Seaway Development Corporation, and for co-ordinating such studies under their control as season extension and precise navigation systems. The division provides an interface with the Canadian marine transportation administration research and development group, and performs the emergency planning tasks required by the Department of Transport, under the umbrella of NATO.

## Operations and Maintenance Branch

The branch monitors system performance to detect trends, and monitors capacity policy factors; participates in the development of capacity demand policies and the generation and evaluation of proposals related to the capacity/demand balance; and initiates and/or participates in the design and implementation of new operational programs related to capacity and day-to-day operation.

The branch administers programs related to Seaway regulations, vessel speed programs, operating procedures, maintenance policies and procedures, operational and maintenance staffing requirements, the transportation of dangerous goods, pollution matters, accident investigations, hydraulic and climatic matters, operational and maintenance feasibility studies, and capital and other budgets. It provides support to the Authority and regions in operational and maintenance related matters and provides liaison with users and other marine entities both in Canada and the United States.

### Manuals

- Seaway Handbook — contains regulations and information
- Operating Manuals — provide detailed operating procedures for structure and traffic control operations, emergency procedures
- Operations Memoranda — provide general operational guidelines and policies
- Maintenance Manuals — provide detailed procedures and practices

## Finance and Accounting Branch

### Tolls and Statistics Section

This section compiles data on movement of vessels within the Seaway, receives information on these movements from agents who have assumed responsibility for the payment of tolls, and subsequently assesses tolls and issues a tolls invoice. As an offshoot of this billing procedure, statistics are gathered concerning vessel movements and the cargo carried by them.

### Manuals

- Seaway Handbook — includes tariff of tolls
- Commodity, Port and Country Code Book — lists all numerical codes for ports, countries of registry and commodities
- Agent Code Manual — contains listing and numerical codes for all vessel agents
- Tolls and Statistics Users Manual — contains all operations of the EDP system as it applies to tolls and statistics

### Accounts Receivable Section

This section is responsible for pre-clearance of all vessels using the Seaway facilities and the recovery of all toll accounts owed to the Authority.

### Manuals

- Seaway Handbook — includes tariff of tolls

# THE ST. LAWRENCE SEAWAY AUTHORITY

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- Lloyd's Register of Ships — contains all data on the physical characteristics of ships, such as length, width, etc.
- Accounts Receivable User's Manual — contains all operations of the EDP system as it applies to accounts receivable

## Operations Division, Eastern Region

This division administers the movements of vessels in the St. Lawrence River, from Montréal to Lake Ontario, through the operation of a vessel traffic control centre and several structures, locks and bridges. As well, this division ensures that vessel transits are safe, efficient and expedient in accordance with Seaway regulations, policies and programs, regional operating procedures and applicable federal statutes.

### Manuals

- Seaway Regulations — lists rules governing vessel transits
- Operations Manual — contains instructions and procedures for the operation of structures
- Traffic Control Manual — describes instructions and procedures on vessel traffic control
- Regional Instructions — lists regional administrative procedures and instructions
- Clerk's Manual — describes procedures and instructions for operations and communications clerks

## Engineering and Maintenance Division, Eastern Region

This division is responsible for making the regional structures available so as to permit the most efficient, continuous movement of vessel traffic. It also establishes systems to provide regular preventive maintenance.

### Manuals

- Maintenance Procedures
- Operating Procedures
- Contingency Plans for Shipping Emergencies
- Drafting Procedures
- Mechanical Maintenance Procedures
- Lubrication Procedures

## Engineering Services Branch

The primary function of the branch is to ensure the integrity and reliability of all lock and canal installations and permit efficient and continuous operation of the Seaway using a highly trained, multi-disciplined staff to deal with civil, mechanical and electrical engineering design requirements, maintenance and repair; to prepare construction contract specifications for structures and facilities of the eastern and western regions and all branches of the Authority; and to offer engineering services to the Jacques Cartier and Champlain Bridges Incorporated, the Thousand Islands Bridge Authority, federal and provincial government departments, standards associations and outside consultants.

### Manuals

- Standards Manuals and Specifications (Canadian Standards Association, American Society for Testing and Materials, Canadian Institute of Steel Construction) — specifies design criteria and procedures for civil, mechanical, electrical and structural installations
- Engineering Services Branch Co-ordinators — outlines procedures and practices to be followed by project co-ordinators
- Engineering Services Branch Drafting Manual — outlines procedures and practices to be followed by draftspersons

## Operations Division, Western Region

The division is responsible for the efficient manning of the vessel traffic control centre and other operating structures to ensure a safe, efficient and expedient movement of vessel traffic in accordance with Authority policy, programs, procedures, approved budgets and applicable federal statutes. The division is also involved in liaison with the shipping trade, United States and Canadian government agencies involved in the operation of the Seaway.

### Manuals

- Traffic Control — provides operating procedures for traffic control operations
- Operations — provides operating procedures for structures operations
- Accident Incident and Violation Reporting Procedures — provides instructions for the reporting of accidents, occurring within Authority jurisdiction

## Engineering and Maintenance Division, Western Region

The division is responsible for the continuous availability and reliable operation of all structures and Seaway facilities of the western region of the St. Lawrence Seaway Authority (SLSA) to ensure safe and expedient movement of vessel traffic in accordance with Authority policy, programs and service objectives. This is achieved by establishing both basic short- and long-term objectives for the division encompassing the essential maintenance, rehabilitation and improvement projects to be carried out.

### Manuals

- Contracts Manual — Ministry of Transportation and Communications (Ontario)
- Engineering and Design Standards
- Canadian Standards Association — Standards
- Canada Building Code
- Canada Labour Code
- Canada Electrical Code
- SLSA Regional Marine Contingency Plan
- Canadian Coast Guard Marine Contingency Plan, Central Region
- Standby Manual
- Electrical Preventive Maintenance Manual
- Mechanical Preventive Maintenance Manual
- Rigging Handbook
- The Welland Ship Canal — collection of articles on the construction of the fourth Welland Canal
- Operations Manual
- User's Manual — Maintenance Management Information System

## Welland Canal Twinning Project Contractors' Association Office

This now-defunct association was formed to ensure a stable labour environment in the trades working on the Welland Canal By-pass Project between 1964 and 1974. Although the office was abolished in 1974 the records created are still available.

### Manuals

- Contractors' Association General, Labour Relations — collective agreements in force at that time



# THE ST. LAWRENCE SEAWAY AUTHORITY

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## THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD.

### Background

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company, Ltd., was incorporated by letters patent under the *Canada Companies Act* on November 13, 1962, and received its certificate of continuance under the new *Canada Business Corporations Act* on February 20, 1980. This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The company operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation. Its head office is located in Cornwall, Ontario.

### Access Procedures

All formal access requests to the Seaway International Bridge Corporation, under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
The Seaway International Bridge Corporation, Ltd.  
c/o The St. Lawrence Seaway Authority  
Place de Ville, Tower A  
320 Queen Street  
Ottawa, Ontario  
K1R 5A3  
Telephone: (613) 598-4605

## THE JACQUES CARTIER AND CHAMPLAIN BRIDGES INCORPORATED

### Background

The Jacques Cartier and Champlain Bridges Incorporated received its certificate of incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montréal area was transferred to this Corporation from National Harbours Board (Ports Canada) by Order-in-Council P.C. 1978-3139, dated October 12, 1978, as amended, effective December 1, 1978. The Corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Québec.

The Jacques Cartier Bridge, which opened to traffic as a toll bridge in 1930, was constructed pursuant to a tripartite agreement between the Montréal Harbour Commissioners, the Québec government and the City of Montréal. The debt outstanding in 1936 was transferred to the National Harbours Board. This bridge has been toll-free since 1962.

The Champlain Bridge was constructed during the years 1958-1962 with the objective of achieving financial viability through the payment of tolls. It was financed by loans and advances from Canada to the National Harbours Board.

### Overall Responsibilities

The corporation was established to provide the public with safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in Montréal, Québec; and to provide this service while making every effort possible to make the bridges completely self-financing.

Specific objectives of the corporation are:

- to continue the implementation of a program to maintain the bridges and the autoroute at an acceptable standard;
- to ensure operational safety and the efficient flow of traffic;
- to assess the need for improvements to the system and plan for their implementation;
- to develop a long-term financial plan and recommend to cabinet a toll structure which will enable the Jacques Cartier and Champlain Bridges Incorporated to achieve financial self-sufficiency;
- to rationalize the capital structure of the corporation by seeking the deletion of its \$111 million debt to the Crown; and
- to examine its personnel requirements on a continuing basis to ensure the optimum utilization of human resources.

### Access Procedures

All formal access requests to the Jacques Cartier and Champlain Bridges Incorporated under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
The Jacques Cartier and Champlain Bridges Incorporated  
c/o The St. Lawrence Seaway Authority  
Place de Ville, Tower A  
320 Queen Street  
Ottawa, Ontario  
K1R 5A3  
Telephone (613) 598-4605

### Manuals

- Contract Administration for Project Managers Manual
- Canadian Standards Association — Standards
- Canada Electrical Code
- Canada Labour Code
- Canada Building Code
- Purchase Manual
- DSS Customer Manual
- Québec Highway Safety Code
- General Instructions on Highway Signalization, Québec
- Québec Worker's Compensation Act
- Canadian Uniform Traffic Control Devices Manual
- Preventive Maintenance Manual — Electricity

### Classes of Records

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SLS/CPB-005 *Formerly Identified as:* SLSA-10

#### Security

*Description:* Information on the physical security of Authority buildings, installations or facilities; also correspondence related to special policy, passes (visitors and servicing); liaison with Emergency Planning Canada to provide assistance in emergency conditions and civil defence planning actions. *Topics:* Passes; Seaway structures and premises; Emergency Planning Canada.

SLS/OMB-010 *Formerly Identified as:* SLSA-20

#### Navigation

*Description:* Information on all aspects of navigation within the Seaway, including navigation rules and regulations, studies on shipping season extension, acceptable ship equipment for Seaway transit, traffic control, enforcement of ship speed restrictions, study of ice and its formation within the Seaway, performance analysis of the structures forming the Seaway and ship files. *Topics:* Navigation rules and regulations; navigation channel; aids to navigation; shipping



# THE ST. LAWRENCE SEAWAY AUTHORITY

associations; vessel dimensions; traffic control signal lights and warning signs; traffic control; equipment for vessels; vessel speed; operation procedures; water pollution; channel maintenance; navigation season; pilotage; Canadian and United States navigation season extension studies; meteorological data; ice studies; marine shunter program; navigation research and development; operational data analysis; Welland Traffic Control Improvement Program; individual ship files containing information on the physical characteristics of the ship, dimensions, plans and drawings; inspection, incident, occurrence and accident reports. *Retrievability:* Ship Files – one group arranged by pre-clearance number, another by ship name; new hulls by shipyard name.

**SLS/OMB-015** *Formerly Identified as:* SLSA-30

## Hydraulics

*Description:* Information on the gauging of water levels at points along the Seaway; measurement of water flow; water and air temperatures. *Topics:* General hydraulics; water levels (gauging); discharges; diversions; metering; regulation of levels and discharges; backwater data; water and air temperatures; studies and testing.

**SLS/FAB-020** *Formerly Identified as:* SLSA-40

## Traffic

*Description:* Information on the establishment or revision of tolls; assessment and collection of tolls; fees for side and top wharfage and heavy lifts; classification or reclassification of cargoes for tolls; pre-clearance arrangements; analysis of traffic and cargoes; compilation of reports and statistics on tolls; studies of potential traffic within the Great Lakes system. *Topics:* Toll; vessel movements; commodity, cargo and shipping statistics; toll revision; shipping company files; economic studies; charges and shipyard tariffs.

**SLS/FAB-025** *Formerly Identified as:* SLSA-50

## Transit Declaration Forms (Cargo and Passenger)

*Description:* This form is used in assessing toll charges and bears such details as date of entry, vessel name, port of origin, port of destination, Seaway number, containers, grains carried, number of passengers, type of cargo (bulk or general), locks transited, tolls assessed. Where cargo is carried to or from an overseas port, a copy of the cargo manifest accompanies the transit declaration form. *Retrievability:* Records arranged by vessel number. *Storage Medium:* EDP format for toll assessment, traffic statistics.

**SLS/FAR-030** *Formerly Identified as:* SLSA-60

## Traffic Accounts Receivable Invoices

*Description:* Receipted invoices showing the amounts owed and paid to the Authority. *Retrievability:* One copy arranged alphabetically by shipping representative name, and one copy arranged by invoice number.

**SLS/FAR-035** *Formerly Identified as:* SLSA-70

## Traffic Pre-clearance Forms

*Description:* These forms are applications for vessel pre-clearance, completed by vessel representatives, giving particulars of the ownership, liability insurance and physical characteristics of the vessel, and guaranteeing payment of the tolls and charges that may be incurred by the vessel. As part of the pre-clearance process, cash, bank letters of guarantee, Government of Canada Bonds or United States Treasury Bonds may be submitted as security. *Retrievability:* Pre-clearance forms are filed by ship number; bank letters of guarantee are filed alphabetically by agent name. *Note:* Pre-clearance forms and bank letters of guarantee are held by the Accounts Receivable Section; bonds are held by the Securities Division of Supply and Services Canada in Ottawa.

**SLS/ODE-040** *Formerly Identified as:* SLSA-80  
**Telecommunications (Eastern Region)**

**SLS/ODW-040** *Formerly Identified as:* SLSA-80  
**Telecommunications (Western Region)**

*Description:* Information on the operation, maintenance and study of communications equipment in use within the Seaway. *Topics:* Radiotelephone; teletype and telex; telephone services; public address; alarm systems; television; radar; outages and trouble reports; tape recordings; facsimile; conferences; government telecommunications agency; Department of Transport reports and bulletins.

**SLS/ODE-045** *Formerly Identified as:* SLSA-90  
**Operations Source Documents (Eastern Region)**

**SLS/ODW-045** *Formerly Identified as:* SLSA-90  
**Operations Source Documents (Western Region)**

*Description:* Information on vessel movements and structure operation details. *Topics:* Lock log; bridge record; dock tabs; daily call-in sheets. *Retrievability:* Files arranged by form title, then by region and structure (call-in sheets arranged by form title, then region and traffic sector).

**SLS/ODE-050** *Formerly Identified as:* SLSA-100  
**Traffic Control Centre Tape Recordings (Eastern Region)**

**SLS/ODW-050** *Formerly Identified as:* SLSA-100  
**Traffic Control Centre Tape Recordings (Western Region)**

*Description:* Tape recordings of radio telephone or landline telephone transmissions for the eastern and western region traffic control centres. *Retrievability:* Tapes arranged chronologically. *Storage Medium:* Magnetic tape. *Note:* Tapes are erased and reused after a 30-day period unless a situation requires retention of a specific tape or tapes for longer.

**SLS/EME-055** *Formerly Identified as:* SLSA-110  
**Electric Plants (Eastern Region)**

**SLS/EMW-055** *Formerly Identified as:* SLSA-110  
**Electric Plants (Western Region)**

*Description:* Information on electric plants and equipment, and the distribution of electrical energy. *Topics:* Motors and generators; substations; control boards; transmission lines; cables and wires; powerhouses; lighting; power supply; heaters; component parts.

**SLS/ESB-060** *Formerly Identified as:* SLSA-120  
**Remedial Works and Public Services**

*Description:* Information on alteration, removal or relocation of services or utilities resulting from major construction projects undertaken by the Authority. *Topics:* Highways and roads; railways; communication lines; power lines; modification and relocation of transmission lines; sewage and drainage; water supply and intake; pumping stations; gas mains; cemeteries.

**SLS/OMB-065** *Formerly Identified as:* SLSA-130  
**Bridges**

**SLS/ESB-065** *Formerly Identified as:* SLSA-130  
**Bridges**

*Description:* Information on the design, construction, alteration, improvement, repair, maintenance, demolition and removal of bridges and tunnels; also the maintenance and repair of equipment associated with these structures. *Topics:* St. Lambert Lower Bridge; Côte St. Catherine Bridge; Honoré Mercier Bridge; Caughnawaga Lower and Upper Bridges; Upper Beauharnois Bridge; St. Louis Bridge; Valleyfield Bridge; Iroquois Bridge; bridges not owned by the Seaway Authority; tunnels; St. Lambert Upper Bridge; Welland Canal bridges. Each file on an Authority-owned bridge is divided into the following standard subjects: construction alterations; maintenance

# THE ST. LAWRENCE SEAWAY AUTHORITY

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and repairs; bridge ropes; standby power equipment; electrical equipment; operating machinery and mechanical equipment; live roads; rail breaks; highway traffic control and equipment; decking (new and repairs); inspection; painting; abandonment; removal and disposal.

**SLS/OMB-070** *Formerly Identified as:* SLSA-140  
**Locks**

**SLS/ESB-070** *Formerly Identified as:* SLSA-140  
**Locks**

*Description:* Information on the design, construction, alteration, improvement, repair and maintenance of locks, lock regulating works, and approach and tie-up walls; also maintenance and repair of equipment associated with these structures, and studies and tests on filling and emptying of locks or the effect of flows from regulating on shipping or lock components. *Topics:* Saint Lawrence Seaway Development Corporation locks; St. Lambert Lock; Côte St. Catherine Lock; Lower Beauharnois Lock; Upper Beauharnois Lock; Iroquois Lock; Welland Canal locks. Each file on an Authority-owned lock is divided into the following standard subjects: construction and alterations; maintenance and repairs; gates; gate machinery; gate ropes; gate painting; gate anchorages; unwatering gates; ship arrestors; machinery; capstans and linehaulers; sills (metre and sector); valves and valve machinery regulating works and equipment; lock ladders; stop logs and stop log handling equipment; approach and tie-up walls; electrical equipment; controls and control systems; lock and wall fendering; filling culverts and ports; de-icing and ice prevention.

**SLS/ESB-075** *Formerly Identified as:* SLSA-150  
**Planning and Development by Other Agencies**

*Description:* Information on engineering advice, assistance or contract administration services provided by the Authority to federal and provincial government departments. *Topics:* Zoning; ports and anchorages; recreation areas; historic sites.

**SLS/OMB-080** *Formerly Identified as:* SLSA-160  
**Canals**

**SLS/ESB-080** *Formerly Identified as:* SLSA-160  
**Canals**

*Description:* Information on dredging, maintenance and repair of canals and associated structures and facilities; also the study of proposals for new canals or channels. *Topics:* Welland Canal; Cornwall Canal; Beauharnois Canal; South Shore Canal; canals not Authority-owned; Iroquois Canal; Galop Canal. Each file on an Authority-owned canal is divided into the following subjects: construction and alterations; maintenance and repairs; breakwaters and protection works; culverts; syphons and drains; regulating works and equipment (dams and weirs); emergency dams and guard gates; gate yards; banks and dikes; repair basin and dry dock; bollards; dolphins and mooring posts; pile clusters and fender booms; retaining walls and piers; obstructions (stones, logs, etc.); fencing; winter work program; unwatering; causeway; painting of canal structures; windbreaks; dredging; pondage areas; wharf and dock facilities; shipping capacity and traffic studies; dimensions and draught; excavation; abandonment and closing.

**SLS/ESB-085** *Formerly Identified as:* SLSA-170  
**Hydraulic Models**

*Description:* Information on models which are built to study the effect of projects and to determine ideal design for construction purposes. *Topics:* Hydraulic river models; lock models.

**SLS/ESB-090** *Formerly Identified as:* SLSA-180  
**Construction Features**

*Description:* Information on certain construction projects which were required at the time of the construction of the Seaway. *Topics:* Dams, dikes, banks, retaining walls, weirs.

**SLS/ESB-095** *Formerly Identified as:* SLSA-190  
**Power Development**

*Description:* Information on the development and construction of facilities to generate electrical energy, and related correspondence. *Topics:* International rapids section; channel improvements; Iroquois Dam; Long Sault Dam; Barnhart Powerhouse; rehabilitation; Lachine; Hydro Québec's Projet Archipel; Beauharnois; Carillon; Ontario Hydro Eastern Ontario study.

**SLS/EMW-100** *Formerly Identified as:* SLSA-200  
**Soil Mechanics and Foundation Engineering**

*Description:* Information on all aspects of the engineering analysis, testing and study of soil and its properties. *Topics:* Technical information; equipment enquiries, maintenance and specifications; site exploration, sampling and field measurements; foundation and embankment instrumentation and field measurements, engineering properties of soils and laboratory testing; construction control, excavations and embankments, water and climatic information, foundation and earth pressure problems, engineering geology, soil-cement and soil stabilization.

**SLS/EMW-105** *Formerly Identified as:* SLSA-210  
**Concrete Control**

*Description:* Information on all aspects of the engineering analysis, testing and study of concrete and its properties. *Topics:* Concrete sampling and testing; material sampling and testing; equipment; concrete specifications; inspection.

**SLS/ESB-110** *Formerly Identified as:* SLSA-220  
**Plan Records**

*Description:* Information on construction and as-built details of buildings, lock and canal installations, and facilities. *Storage Medium:* Microfilm.

**SLS/EMW-115** *Formerly Identified as:* SLSA-230  
**Welland Canal Twinning Project Contractors' Association**

*Description:* Information on the review and negotiation of labour agreements and the application of labour standards. *Topics:* Industrial relations; labour relations; collective agreement; Welland Canal Construction Council; meetings; public relations; legislation; central employment bureau; associations; labour conditions; construction associations; contractors; contracts.

**SLS/SIB-120** *Formerly Identified as:* SLSA-240  
**The Seaway International Bridge Corporation, Ltd.**

*Description:* Information on the Seaway International Bridge Corporation, Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls. *Topics:* Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges — construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders, directors and management committee meetings.

**SLS/JCB-125** *Formerly Identified as:* JCCBI-10  
**Jacques Cartier Bridge**

*Description:* Information about the administration of the Jacques Cartier Bridge. *Topics:* Jacques Cartier Bridge, general; bridge construction; bridge construction contracts; buildings and properties; buildings construction; buildings construction contracts; buildings

## THE ST. LAWRENCE SEAWAY AUTHORITY

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maintenance and repairs; buildings maintenance and repair contracts; land concessions; land disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; road approaches; roads, north approaches; roads, south shore approaches; service contracts; ambulance; cleaning, snow removal, grass cutting; towing; salt; janitorial; St-Helen's Island; the St. Lawrence Seaway Authority; telephone cables; toll collection; toll collection equipment; tolls; traffic control; traffic statistics; widening of the roadway.

SLS/JCB-130    *Formerly Identified as:*    JCCPI-20

### **Champlain Bridge**

*Description:* Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). *Topics:* Champlain Bridge, general; bridge construction; bridge construction

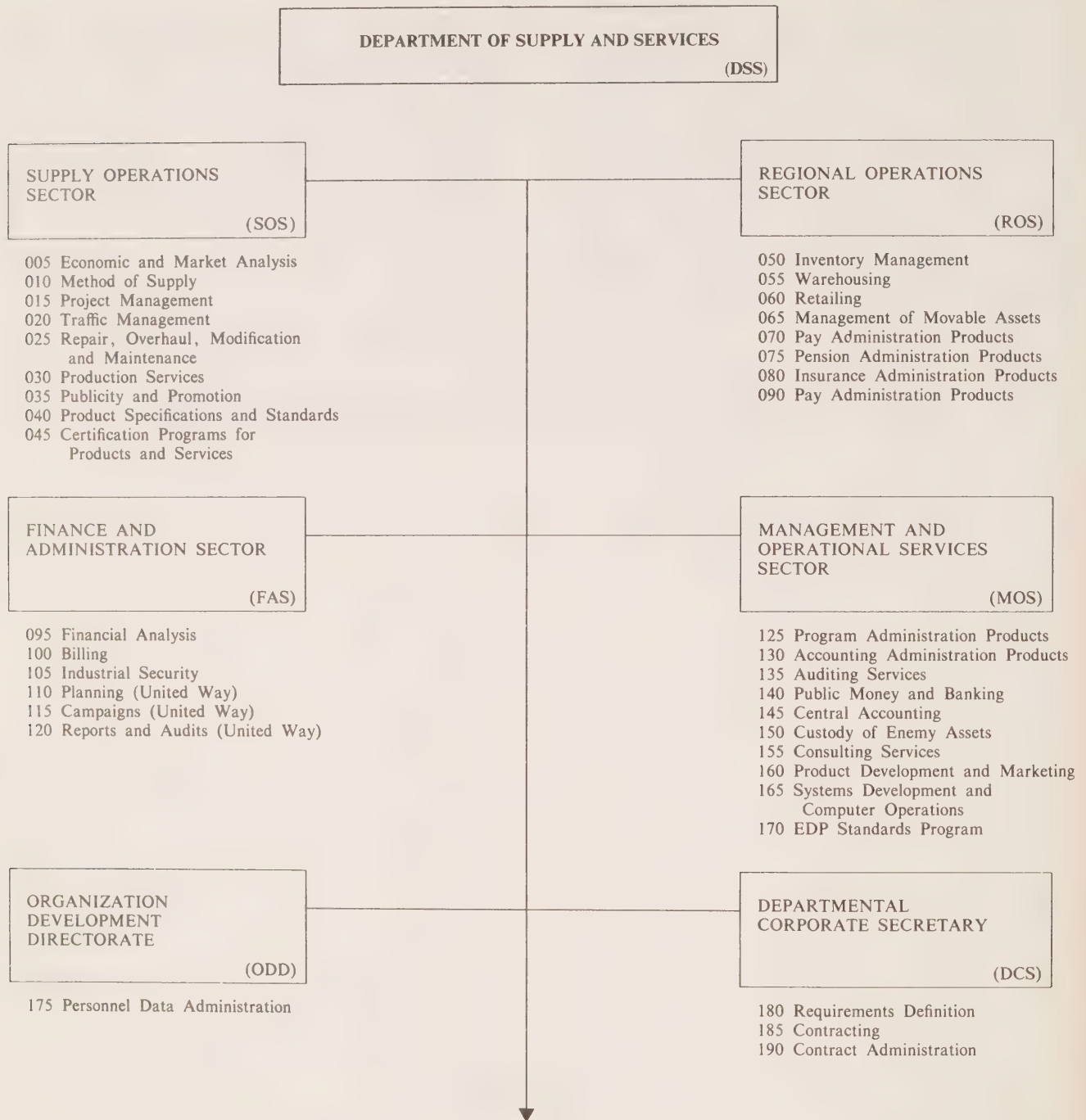
contracts; buildings and properties; buildings construction; buildings construction contracts; buildings maintenance and repairs; buildings maintenance and repair contracts; fill; inspection and testing of materials; land concessions; land disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply, roads; north approaches, northwest approaches, Bonaventure Autoroute; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; uniforms; janitorial; toll collection; toll collection equipment; tolls (tariff); traffic control; traffic counts, statistics, revenue; traffic signs and supports; water supply; Bonaventure Autoroute; Bonaventure Autoroute, construction of; dealings; fences; reversible lane; road signs; Champlain Bridge sections: section 1A; section 2; sections 2 and 3; sections 2, 4 and 8; section 3; sections 3, 4, 5 and 6; section 4; section 5; sections 5 to 7; section 6; sections 6, 7 and 8; section 7B; section 8.



# **DEPARTMENT OF SUPPLY AND SERVICES**

## **Chapter 95**

# DEPARTMENT OF SUPPLY AND SERVICES



## DEPARTMENT OF SUPPLY AND SERVICES

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CANADIAN UNITY  
INFORMATION OFFICE \*

(CUI)

195 Research and Analysis  
200 Information on Canadian Unity  
205 Advertising Programs

SERVICE TO THE  
PUBLIC \*

(STP)

210 Service Bureaus  
215 Access by Telephone

\* These offices no longer exist, but  
the records formerly held by them may  
be accessed for the period covered by  
this Register.

ACCESS CO-ORDINATOR  
SUPPLY AND SERVICES  
CANADA  
PLACE DU PORTAGE  
PHASE III, 5B1  
HULL, QUÉBEC  
K1A 1H2



# DEPARTMENT OF SUPPLY AND SERVICES

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## Background

Created on April 1, 1969, by the *Government Organization Act*, the Department of Supply and Services (DSS) was formed by amalgamating a variety of functions previously dispersed through a number of departments, offices, and bureaus.

The Department is divided into two administrations: Supply, and Services, under the direction of a deputy minister.

## Laws and Regulations

The Minister is responsible for administering the following Acts:

- Defence Production Act, RSC 1970, c. D-2, as amended
- Department of Supply and Services Act, RSC 1970, c. S-18
- Royal Canadian Mint Act, RSC 1970 c. R-8
- Surplus Crown Assets Act, RSC 1970, c. S-20
- Trading With the Enemy (Transitional Powers) Act, RSC 1947, c. 24, as amended
- Public Service Superannuation Act, RSC 1970, c. P-36 as amended

## Organization

The Department is headed by a deputy minister, who is supported by four assistant deputy ministers (Supply Operations, Regional Operations, Finance and Administration, and Management and Operational Services); a director general, Program Development and Evaluation; a director general, Organization Development; a director general, Allocations Management; a corporate secretary and general counsel.

## Key Contacts

### General Enquiries

Telephone: (613) 997-6363

### Library

Telephone: (613) 997-7850

### Parliamentary Affairs Office

Telephone: (613) 997-5421

### Access to Information Reading Room

Telephone: (613) 994-5077

### Publications Enquiries

Telephone: (613) 997-2560

## Access Procedures

Informal access is encouraged in cases where it presently exists. All formal requests under the *Access to Information Act* should be addressed to

Access Co-ordinator  
Supply and Services Canada  
Place du Portage, Phase III, 5B1  
Hull, Québec  
K1A 1H2  
Telephone: (819) 994-5077

## Supply Operations Sector

The Supply Operations sector is responsible for providing common services to other government departments and agencies. These services include requirements definition; acquisitions of goods and services; printing, publishing, film and video services, exhibitions and displays; traffic management services; and advertising management.

Within the acquisitions service, it is the sector's responsibility to procure complex technical engineering and science products and

services, as well as those that are of a commercial nature. The sector is also responsible for contracting out research and development requirements and for co-ordinating the unsolicited proposals and public awareness programs.

The sector is divided into six directorates, each with specific responsibilities. The directorates are structured to more closely parallel the operational and engineering organization of the Department's customers, with the objective of improving overall service and response time.

The six directorates which make up the Supply Operations sector are: Aerospace and Armament; Communications Services; Industrial and Commercial Products; Marine, Electronics and Industrial Systems; Office Automation, Services and Information Systems; and Science and Professional Services. Their primary role is to provide acquisitions services and focus on total life-cycle management for a specified group of commodities. The organizational structure and representative listing of the type of commodities managed by each is provided below.

## Aerospace and Armament

This directorate is responsible for satisfying customer needs in the area of aerospace and armament equipment and services, as well as providing product support within the commodity group. It also oversees the operation of a number of major crown projects. For example: CF-18 Fighter Aircraft; Light Armoured Vehicle (LAV); Drone Systems; Small Arms Replacement; CL-215 Water Bomber Aircraft.

## Industrial and Commercial Products

This directorate oversees the operations of three procurement branches, each responsible for the supply management of a grouping of similar products and services. The Consumer Products and Traffic Management Branch is responsible for traffic services; personnel travel and removal services; food; drugs; and clothing and textile products. The Scientific, Electrical, Mechanical and Construction Products Branch is responsible for scientific instruments and laboratory supplies; photographic equipment, construction materials and supplies; construction equipment and tools; and commercially oriented electrical and mechanical products. The Transportation and Energy Products Branch is responsible for land transportation goods (standard and special vehicles); fuels; oils; coal; petroleum lubricants and industrial lubricants. This directorate also oversees the following Major Crown Projects: the Medium Logistics Vehicle Wheeled (MLVW) Project; the ILTIS Project; the Heavy Logistics Vehicles Wheeled (HLVW) Project; and the Northern Terrain Vehicle (NTV) Project.

## Marine, Electronics and Industrial Systems

This directorate serves customers' needs for the following type of requirements: marine inspection and design services; acquisition; repair, overhaul and refit of ships; marine equipment; electronic weapons; radar; traffic control; communications, navigation, satellite, security, surveillance, processing, structural, environmental, railroad, nuclear and propulsion systems.

In addition, it is responsible for the Canadian Patrol Frigate (CPF), Ship Replacement Program II (SRPII), Icebreaker, Radar Modernization Project (RAMP), Tribal Class Update Modernization Project (TRUMP), Canadian Airspace Systems Plan (CASP), Infra-red Search and Target Designation System, Canadian Towed Array Sonar Systems (CANTASS) and the Recovery, Assist, Secure and Traverse Systems (RAST) projects.

# DEPARTMENT OF SUPPLY AND SERVICES

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## Office Automation Services and Information Systems (OASIS)

This directorate oversees the operations of three branches: Procurement Operations; Product, Technology and Account Management; and Operations Support.

**The Procurement Operations Branch** is responsible for goods and services related to automated business, office information processing systems, office equipment, supplies and furniture.

**The Product, Technology and Account Management Branch** is responsible for the product management of all goods and services within the OASIS mandate; for the merging and emerging technology associated with office automation and for the provision of account management services covering the total OASIS spectrum, while providing a one-stop shopping service to the client departments.

**The Operations Support Branch** is responsible for the provision of all support services including operations planning, performance measurement and evaluation, special projects, information systems, document control and contract distribution, and sourcing and vendor relations; for the provision of financial services in support of procurement, including cost analysis and vendor financial viability studies; for the provision of administrative services, including personnel, mail and general administration; and for the provision of contract quality control services.

## Science and Professional Services

This directorate has three branches: Science, Professional Services, and the Canadian General Standards Board.

**The Science Branch** provides a focal point in the areas of natural and human sciences, as well as a centre for the receipt and processing of unsolicited proposals from the private sector. It is responsible for the following services: mission-oriented research and development; feasibility studies in natural science; ongoing and new sciences and technologies; scientific data collection; scientific testing and standardization; human and social sciences; urban; regional and transportation studies.

**The Professional Services Branch** contracts for many diverse services — consulting services, office temporary help, aerial surveying, air charter, aerial spraying, forest fire-fighting, security services and writing, editing, audio visual and language training services.

**The Canadian General Standards Board**, by means of a voluntary consensus process, provides standardization and certification programs covering products, services and systems, to all levels of government and the private sector.

## Communications Services Directorate

The Communications Services Directorate serves the communication and information community in federal departments and agencies through the provision of printing, publishing, advertising, expositions, and film and video services.

**Canadian Government Printing Services** provides copying, duplicating and printing services to Parliament and government departments for those requirements which cannot be satisfied more effectively by commercial printers because of cost, urgency, security, sensitivity or close liaison considerations.

**The Printing Supply Branch** is responsible for the procurement, in the most effective manner possible, of printing, typesetting and printing-related services on behalf of government departments and agencies. Canadian suppliers are invited to bid on government requirements through daily postings on bulletin boards located in the National Capital Region as well as in many regional offices of the Department across Canada. They may also be invited to tender through direct

mailing. To serve the specialized needs of government departments, the Printing Supply Branch maintains a current list of approximately 1,000 qualified suppliers.

**The Canadian Government Publishing Centre** co-ordinates the publishing activities of departments and agencies of the Government of Canada, with the objective of effectively and efficiently maximizing public awareness of government policies, programs and services. The centre's activities include a telephone referral service which enables Canadians nationwide to call the federal government and obtain information on government services, free of charge.

**The Advertising Management Services Branch** co-ordinates the contracting activity for advertising services on behalf of government. The branch contracts for advertising agency services and for the purchase of media space and time through the Agency of Record; performs central auditing; account payment and billing services; and maintains an advertising management information system.

**The Canadian Government Expositions Centre** provides departments and agencies with a wide range of signage and exhibits, and associated audio-visual services required for exhibition and display purposes. These services are made in-house, as well as purchased from the private sector, both at home and abroad.

**The Canadian Government Film and Video Centre** provides federal government departments with consulting, production and administrative services in the audio-visual arts. It also provides state-of-the-art photo developing, printing and related services, and performs practical field research to assist government departments with special photographic needs.

## Regional Operations Sector

The Regional Operations sector is responsible for the provision of all services offered by the Supply and Services administration at the local level both in Canada and abroad.

In addition, through its Export Supply Branch, the sector is responsible for providing, on behalf of the Canadian Commercial Corporation, contracting and contract management services for the provision of Canadian goods and services to foreign governments and international agencies.

To deliver its services, the Regional Operations sector is currently divided into five directorates: International Operations; Atlantic Region; Québec Region; Central Region; and Western Region.

## Regional Directorates

The four regional directorates are the largest component of the sector, employing approximately 4,000 people and operating from over 100 locations across Canada. These directorates are responsible for the provision of services from both a supply and services perspective at the local level and have regional headquarters located in Calgary, Alberta; Hull, Québec; Montréal, Québec; and Halifax, Nova Scotia.

**The Regional Supply Centres** are located in Richmond, British Columbia; Edmonton, Alberta; Winnipeg, Manitoba; Etobicoke, Ontario; Ottawa, Ontario; Montréal, Québec; and Dartmouth, Nova Scotia; and are generally comprised of a regional office, district and sub-purchasing offices, printing plants, copy centres and self-service stores.

In addition to providing acquisition and printing services which are also available from headquarters directorates of the Operations sector, this directorate also provides other unique services including stocked item supply; self-service stores; warehousing; maintenance and repair; assets management and disposal.

**The Regional Services Branches** are located in Edmonton, Alberta; Ottawa, Ontario; Québec City, Québec; and Halifax, Nova Scotia; and are generally comprised of a regional office and district services



# DEPARTMENT OF SUPPLY AND SERVICES

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offices. In addition, specialized divisions exist in Shediac, New Brunswick for superannuation and in Ottawa for National Capital Region pay operations.

## International Operations Branch

The International Operations Branch carries out, on behalf of the Canadian Commercial Corporation, contracting and contract management services for the provision of Canadian goods and services to foreign governments and international agencies. The branch also provides functional direction to headquarters directorates on all export supply matters and seeks export opportunities for the Canadian private sector.

**The European Region** with its headquarters in London, England, is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. Its major client is the Canadian Forces European Command, for which it carries out commercial and engineering acquisitions. In common with their counterparts throughout the Department, procurement officers in the European Region are alert to purchases that could be made from Canadian sources, and when this is possible, they refer such requirements to the appropriate Canadian region or branch. Efforts are also made to support European industry in the licensing, co-production or transfer of technology and production capability to Canada.

The London office is responsible for procurements from the Scandinavian countries and all of Europe except Germany, France and Belgium. A district purchasing office in Koblenz, West Germany, buys from these latter three countries. In addition to the specialized items available only in Europe that are required by government clients in Canada and overseas, the office in Koblenz buys the everyday goods and services needed by the Canadian NATO bases at Lahr and Baden-Soellingen, West Germany.

**The United States Region** with its office in Washington, D.C., is responsible for maintaining government-to-government contact with the United States for the purchase of specialized Canadian requirements in aerospace technology and armaments. In addition, this region's role has recently been enhanced to include source development, providing more efficient access to DSS sourcing information on Canadian capabilities, and assistance to the Export Supply Branch in its export endeavours.

## Crown Assets Disposal Corporation

The Corporation provides a specialized service to government departments, agencies and crown corporations in the disposal of their surplus material located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

## Manuals

Various manuals, catalogues and plans are either produced or used by the above sectors as working documents and tools. In addition, other publications, are generated to assist clients to do business with DSS and understand its organization and systems. A sample listing of such publications follows:

- Supply Policy Manual
- Delegation of Authorities Manual
- Customer Manual
- Regional Operations Manual
- Specification and User Manual for Computer Assisted Publishing System (CAPS)
- Advertising Management System — ADMASS User Guide

- Main Plant Operating Instructions
- Outside Plant Operating Instructions
- Maintenance and Repair Manual
- Services Operations Procedures Manual
- Field Operational Instructions
- Price Trend Survey
- Stocked Item Supply Catalogue
- Corporate Plan
- Sector Plan
- Guidelines for the Preparation of Unsolicited Proposals for Scientific and Technology Work
- Policy and Procedures for the Preparation of Standards
- National Certification Program
- Manufacturer's Inspection System Requirements
- Contractor's Certification Programs, Policy and Procedures.

## Finance and Administration Sector

This sector provides direction and control for the Department in the following functional areas: finance, administration, security and contractual dispute resolution. In the area of finance, responsibilities include contract cost and financial review, resource analysis, financial policy, accounting services and statistical information, and data management. In administration, responsibilities include policy development, forms and graphics management, materiel management, facilities management, library services, telecommunications, records management, and mail and messenger services. The Security Branch has responsibility for departmental and industrial security with specialist groups supporting physical security and fire safety, personnel security clearance, and data processing and communications security functions. The chairman of the Contracts Settlement Board is responsible for contractual dispute resolution and settlement, and providing qualitative analysis with respect to contracts for the Department's dispute avoidance program.

## United Way Advisory Committee

The Committee provides assistance and guidance to the federal government United Way Campaign organizations on administrative and financial matters.

## Manuals

- United Way Campaigns: A Guide for Managers

## Security Branch

The branch meets the Canadian government's national and international industrial security commitments; provides a broad range of internal security services including physical and personnel security and classified information protection; conducts a personnel security clearance program for the Department and industry; and manages the departmental data processing and Communications Security Program.

## Manuals

- Industrial Security Manual — produced exclusively as a guide to industry, containing instructions dealing with the control of classified information, for use by company officials and security officers.

## Management and Operational Services Sector

Reporting to an assistant deputy minister, the Management and Operational Services sector was created through a consolidation of the functions of the former Management Services Sector, together with



## DEPARTMENT OF SUPPLY AND SERVICES

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the Data Processing and Compensation Service Branches and most of the Management Information Systems Directorate from the Supply Administration. The new sector consists of the Information Systems Directorate, the Compensation and Payment Services Directorate, the Government of Canada Banking and Accounting Directorate, the Audit Service Bureau, and the Bureau of Management Consulting.

The primary concern of this sector is to maintain service levels to clients, both within and external to the Department, in the most cost-effective and efficient manner possible. The sector is responsible for liaising with all Department clients in matters pertaining to compensation, personnel, and financial and payment services. In addition, the sector is responsible for the auditing and consulting services for all federal government departments, Crown corporations, agencies, boards, commissions and non-governmental organizations on a cost-recovery basis.

The sector also has the mandate to carry out the banking and accounting responsibilities of the Receiver General for Canada (i.e. the Consolidated Revenue Fund, the Central Accounting System, the Public Accounts and cheque redemption).

### Compensation and Payments Services Directorate

This directorate is responsible for the planning, policy and systems development associated with the processing of various payments, such as public service pay and superannuation, social and economic assistance payments, and suppliers' payments. In addition, related file maintenance and accounting services are provided on behalf of client departments and agencies. The directorate is also responsible for payment policies and regulations, and new payment methods and technologies.

#### Manuals

Operational procedures manuals, prepared in co-operation with other departments and agencies, on pay, pension and socioeconomic programs, include:

- Pay Policy and Procedures Manual
- Superannuation Administration Manual
- Insurance Administration Manual
- Family Allowance Program Policy and Procedures Manual

### Audit Service Bureau

The bureau provides on request, through regional offices across the country and head office in Ottawa, a full range of auditing services to client departments and agencies on a professional fee-for-service basis. There are offices in nine major Canadian centres (in addition to the one in Ottawa), and one in London, England.

#### Manuals

- Audit Manual
- Introduction to Operational Auditing
- A Structured Methodology for the Conduct of Comprehensive Auditing
- Electronic Data Processing Audit Methodology

### Government of Canada Banking and Accounting Directorate

The directorate carries out the responsibilities of the Receiver General for the public money and banking program and the central accounting program. In carrying out these programs, the directorate performs the following Receiver General functions: receives, transfers and disburses all public money; holds all public money in Receiver General bank accounts; directs the Receiver General's program to earn interest on balances; controls the redemption of Receiver

General cheques and warrants; establishes, maintains and develops the Central Accounts of Canada; produces the Public Accounts annually; publishes the monthly Statement of Financial Operations of the Government of Canada which shows the budgetary expenditures and revenues, and the non-budgetary transactions of the government (reproduced in the Canada Gazette); prepares special reports to the central agencies, and provides financial statements to departments and agencies. It also produces and distributes to client departments, upon request, management statements on a monthly basis. In addition, the directorate carries out the responsibilities of the Custodian of Enemy Property.

#### Manuals

- User's Guide to Recording Accounting Transactions
- Receiver General Directives and Information Bulletins
- Public Accounts Instruction Manual
- Departmental Reporting System User's Guide
- Departmental Reporting System Report Catalogue
- Departmental Reporting System General Information Brochure
- Cheque Redemption and Control Division General and Detailed Procedures Manual
- Cheque Redemption and Control Division Standards Manual
- Central Accounting Data Dictionary

### Bureau of Management Consulting

The bureau provides, on request, a comprehensive professional management consulting service to departments and agencies of the Government of Canada as well as Crown corporations. The service is provided on a fee-for-service basis.

### Information Systems Directorate

The Directorate provides specialized advice and technical services in the area of personnel data systems, to departments and agencies; operates, on a fee-for-service basis, major personnel systems for the Treasury Board of Canada; provides co-ordinated planning, data management and standards for service-wide personnel data systems; and promotes the development and utilization of effective data processing and information-handling standards and practices through the Government of Canada.

#### Manuals

- Personnel Administration and Reporting Systems Users Manual (PARS)
- Operator's Guide to the Utilization of the Personnel Application Centre On-line Query Language (INFOPAC)

### Organization Development Directorate

The Organization Development Directorate supports management in the provision of sound personnel management programming; comprehensive personnel services and professional development; employee relations; official languages; corporate and customer/supplier relations, and affirmative action co-ordination. Created by the amalgamation of the Supply and Services Administrations, the Organization Development Directorate performs advisory and staff support activities in the following functional areas: the analysis and design of organizational entities within the Department; the provision of a full range of personnel services, from employee (staff) relations, classification and staffing, to the training and professional development of personnel; the management of public affairs programs; the delivery of corporate and customer/supplier relations programs; the administration of the official languages program; and the co-ordination of affirmative action programs.

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## Program Development and Evaluation Directorate

The Program Development and Evaluation Directorate is responsible for the co-ordination of all corporate and program planning activities; the development, review and implementation of corporate policies; the maintenance of an adequate defence industrial base, pursuant to the Department's responsibilities under the *Defence Production Act*, including the co-ordination of related emergency planning; the contract quality assurance function within DSS, and for assisting customer departments in the establishment of appropriate quality assurance régimes in connection with their delegated purchasing authority; and the evaluation of departmental programs.

## Canadian Arsenals Limited

Canadian Arsenals Limited is a legally chartered Crown corporation under Part I of the 1934 *Companies Act*. It was incorporated by the Dominion of Canada under letters of patent dated September 20, 1945, on the recommendation of the then Minister of Reconstruction.

The company's main role is to maintain in Canada a centre of excellence for the filling and loading of high explosives and propellants, and a production capacity for medium- and large-calibre ammunition and additional military material for Canadian defence needs, and to form the base from which production capacity could be expanded in the event of war.

## Royal Canadian Mint

The Ottawa Mint was originally established in 1908 by Royal Proclamation as a branch of the Royal Mint, London, under the provisions of the *United Kingdom Coinage Act*. In 1931, the Mint was established under statute as a branch of the Department of Finance. In 1969, the Mint was established as a Crown corporation under Part X of the *Government Organization Act*, 1969 (now the *Royal Canadian Mint Act*, RSC 1970, c. R-8).

## Classes of Records

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DSS/SOS-005 *Formerly Identified as:* SSC-10

### Economic and Market Analysis

*Description:* Information on optimum financial and economic strategies associated with total product planning, to determine both short- and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development, Inter-program Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Storage Medium:* Word processor and computer. *Retrievability:* Files are arranged by contract, company, project and department.

DSS/SOS-010 *Formerly Identified as:* SSC-30

### Method of Supply

*Description:* Information on a method of satisfying customer requirements in a manner which will result in the optimum product resource, operating and contingent cost. *Topics:* Make or buy (make is available within; buy is obtainable from private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word processor and computer.

DSS/SOS-015 *Formerly Identified as:* SSC-50

### Project Management

*Description:* Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction, and services. *Topics:* Standards, operations; assistance; specifications; sourcing (potential sources of suppliers); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Storage Medium:* Word processor and computer. *Retrievability:* Files arranged by contract, subject and project.

DSS/SOS-020 *Formerly Identified as:* SSC-110

### Traffic Management

*Description:* Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

DSS/SOS-025 *Formerly Identified as:* SSC-140

### Repair, Overhaul, Modification, and Maintenance

*Description:* Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; make or buy (make is available within, buy is obtainable from the private sector); repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Retrievability:* Files arranged by contract, loan agreement number, and company.

DSS/SOS-030 *Formerly Identified as:* SSC-170

### Production Services

*Description:* Information on the main and outside plant facilities, and Technical and Engineering Support Services; on functional direction given to regional plants, in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational and technical support services. *Storage Medium:* Microfiche and disc. *Retrievability:* Files arranged by subject, contract numbers, project and company names.

DSS/SOS-035 *Formerly Identified as:* SSC-180

### Publicity and Promotion

*Description:* Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and enquiries (public and parliamentary).

DSS/SOS-040 *Formerly Identified as:* SSC-190

### Product Specifications and Standards

*Description:* Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization.

DSS/SOS-045 *Formerly Identified as:* SSC-200

### Certification Programs for Products and Services

*Description:* Information on the establishment, maintenance and distribution of certification listings. *Topics:* Development of certification lists; certification panels; item certification; and certification listing distribution. *Retrievability:* Files arranged by product and company.



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DSS/ROS-050 *Formerly Identified as:* SSC-80

### **Inventory Management**

*Description:* Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and back orders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply), pricing and investment strategy; assessment of inventory; accountable advance material and regional inventory control.

DSS/ROS-055 *Formerly Identified as:* SSC-90

### **Warehousing**

*Description:* Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing.

DSS/ROS-060 *Formerly Identified as:* SSC-100

### **Retailing**

*Description:* Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services.

DSS/ROS-065 *Formerly Identified as:* SSC-130

### **Management of Movable Assets**

*Description:* Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (crown-owned tooling); replacement and retirement; and disposal. *Retrievability:* Files arranged by project, company, contract, and loan agreement number.

DSS/ROS-070 *Formerly Identified as:* SSC-210

### **Pay Administration Products**

*Description:* Information on the administrative services required for the distribution of pay; such as pre-audit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public service pay; House of Commons pay; Royal Canadian Mounted Police pay; Canadian Forces Pay Allotments. *Retrievability:* Files arranged by subject, and department. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program department concerned.

DSS/ROS-075 *Formerly Identified as:* SSC-220

### **Pension Administration Products**

*Description:* Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements and other reports, for those pensions covered by the *Public Service Superannuation Act* and other retirement acts. *Topics:* Superannuation payments for Public Service, Royal Canadian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/ROS-080 *Formerly Identified as:* SSC-230

### **Insurance Administration Products**

*Description:* Information on the administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and Insurance Administration. *Retrievability:* Files arranged by subject. *Storage Medium:* Microfilm and computer.

DSS/ROS-090 *Formerly Identified as:* SSC-260

### **Pay Administration Products**

*Description:* Information on administrative services required for the disbursement of pay; such as input, the compilation, calculation and issuance of pay; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures. *Topics:* Public Service pay, Royal Canadian Mounted Police pay, House of Commons pay. *Storage Medium:* Magnetic tapes, microfilm, data base, hard copy.

DSS/FAS-095 *Formerly Identified as:* SSC-40

### **Financial Analysis**

*Description:* Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies, and the identification of various financing alternatives. *Topics:* Budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Retrievability:* Files arranged by subject, project and company.

DSS/FAS-100 *Formerly Identified as:* SSC-120

### **Billing**

*Description:* Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Retrievability:* Files arranged by subject, department and contract number.

DSS/FAS-105 *Formerly Identified as:* SSC-160

### **Industrial Security**

*Description:* Information on security programs to protect national and international classified information related to government contracts and projects available to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified industrial contracts; industrial facility security clearances; industrial information protection; material and classified documents control; North Atlantic Treaty Organization security; industrial security training. *Retrievability:* Files arranged by subject. Soundex System for industry personnel security clearance files.

DSS/FAS-110 *Formerly Identified as:* SSC-390

### **Planning (United Way)**

*Description:* Information on Treasury Board check-off, union support, pledge forms, payroll stuffers, and pay deductions. *Topics:* Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts.

DSS/FAS-115 *Formerly Identified as:* SSC-400

### **Campaigns (United Way)**

*Description:* Information on general support to the organizational units. *Topics:* National and regional campaigns; and mailing list — chairpersons across Canada.



## DEPARTMENT OF SUPPLY AND SERVICES

DSS/FAS-120 *Formerly Identified as:* SSC-410

### **Reports and Audits (United Way)**

*Description:* Yearly assessments and money collected during the year. *Topics:* Statistics; progress reports; post-campaign evaluation; and campaign results.

DSS/MOS-125 *Formerly Identified as:* SSC-240

### **Program Administration Products**

*Description:* Information on the maintenance of records and the making of payments for certain national socioeconomic programs, and provision to client departments of related financial and statistical information. *Topics:* Family Allowances; Old Age Security; Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; National Institutional Training Program; file maintenance on all of the above; agricultural subsidy; and government annuity payments. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/MOS-130 *Formerly Identified as:* SSC-250

### **Accounting Administration Products**

*Description:* Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the central government accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfilm and computer.

DSS/MOS-135 *Formerly Identified as:* SSC-310

### **Auditing Services**

*Description:* Information on examination and verification assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; operational audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; comprehensive audit; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit services to foreign governments; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audio and video tapes, disks, slides, and transparencies. *Retrievability:* Files arranged by subject, assignment number, and client program number. *Special Access Note:* Requests for access to individual audit reports should be directed to the departments concerned.

DSS/MOS-140 *Formerly Identified as:* SSC-320

### **Public Money and Banking**

*Description:* Information on arrangements by the Receiver General to establish bank accounts and facilities; receive, transfer, hold, earn interest on, and make and control disbursements of public money. *Topics:* Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; cheques issued, redeemed, and outstanding; and enquiries and investigations. *Retrievability:* Files arranged by Cheque Redemption Control Division; files associated with cheque redemption and reconciliation are organized by cheque numbers; cheque enquiries and investigations are filed by type. *Storage Medium:* Machine-readable records for bank facilities at headquarters. Cheque records and related machine-readable records are at the Matane, Québec office.

*Special Access Note:* Access requests for banking arrangements and about individual cheques or payments should be directed to the program/department concerned. Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program/department concerned.

DSS/MOS-145 *Formerly Identified as:* SSC-330

### **Central Accounting**

*Description:* The Receiver General maintains records for the central accounts of Canada and produces reports from these records. *Topics:* Central accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. *Retrievability:* Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. *Storage Medium:* Central data bank is in machine-readable form at headquarters. *Special Access Note:* Access requests for records of individual departments or agencies should be directed to the department or agency concerned.

DSS/MOS-150 *Formerly Identified as:* SSC-340

### **Custody of Enemy Assets**

*Description:* Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Enquiries; and reports and correspondence related to vested property.

DSS/MOS-155 *Formerly Identified as:* SSC-350

### **Consulting Services**

*Description:* Management consulting assignments conducted for client departments and agencies. A private sector Consultants Information Bank is also maintained. Access to this bank complies with provisions of the *Privacy Act*. *Special Access Note:* Requests for access on specific reports are to be directed to departments for whom management consulting assignments were undertaken.

DSS/MOS-160 *Formerly Identified as:* SSC-360

### **Product Development and Marketing**

*Description:* Information on the development and marketing of personnel data systems products. *Topics:* Departments and agencies of personnel system requirements.

DSS/MOS-165 *Formerly Identified as:* SSC-370

### **Systems Development and Computer Operations**

*Description:* Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; computer operations procedures; and program testing procedures.

DSS/MOS-170 *Formerly Identified as:* SSC-380

### **Electronic Data Processing (EDP) Standards Program**

*Description:* Information on the federal government's EDP standards activities and the development of EDP standards and guidelines. *Topics:* Register of approved federal government EDP standards; and liaison with national and international standards setting organizations.

DSS/ODD-175 *Formerly Identified as:* SSC-361

### **Personnel Data Administration**

*Description:* Information pertaining to service-wide personnel data systems planning, and the management of personnel data for the central agencies. *Topics:* Common personnel data pool; data administration standards; planning process.

## DEPARTMENT OF SUPPLY AND SERVICES

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DSS/DCS-180 *Formerly Identified as:* SSC-20

### **Requirements Definition**

*Description:* Information on the need of appropriate levels of value engineering and procurement planning, supported by good cataloguing, clear specifications and appropriate quality assurance.

*Topics:* Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates.

*Storage Medium:* Word processor and computer.

DSS/DCS-185 *Formerly Identified as:* SSC-60

### **Contracting**

*Description:* Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease. *Topics:* Description of requirement; sourcing (potential sources of suppliers); price and availability determination; bid solicitation; contract negotiations; and contract selection and award. *Storage Media:* Word processor, tapes, discs, microfiches and computer. *Retrievability:* Files arranged by contract, serial number, subject, company and requisition number.

DSS/DCS-190 *Formerly Identified as:* SSC-70

### **Contract Administration**

*Description:* Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. *Storage Media:* Computer, disc, word processor, tapes and microfiches. *Retrievability:* Files arranged by contract, company, department, and subject.

DSS/CUI-195 *Formerly Identified as:* CUIO-10

### **Research and Analysis**

*Description:* Information on media and public opinion toward government programs, national and regional issues. *Topics:* Research – constitutional, federal-provincial, social and economic.

DSS/CUI-200 *Formerly Identified as:* CUIO-20

### **Information on Canadian Unity**

*Description:* Information on program development and implementation. *Topics:* Publications; mobile exhibits; co-ordination of federal departmental presence at special events – major fairs, national athletic events; audio-visual material.

DSS/CUI-205 *Formerly Identified as:* CUIO-30

### **Advertising Programs**

*Description:* Information on the planning and development of advertising programs. *Topics:* Programs and services; policy issues; co-operative (cross-departmental) projects.

DSS/STP-210 *Formerly Identified as:* SSC-420

### **Service Bureaus**

*Description:* Information on how to obtain information on federal government programs and services from walk-in-facilities. *Topics:* Service bureaus (by province); satellite offices; and Members of Parliament.

DSS/STP-215 *Formerly Identified as:* SSC-430

### **Access by Telephone**

*Description:* Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament.

## **Deleted Classes of Records**

SSC-270 Pension Administration Products

SSC-280 Insurance Administration Products

SSC-290 Program Administration Products

SSC-300 Accounting Administration Products



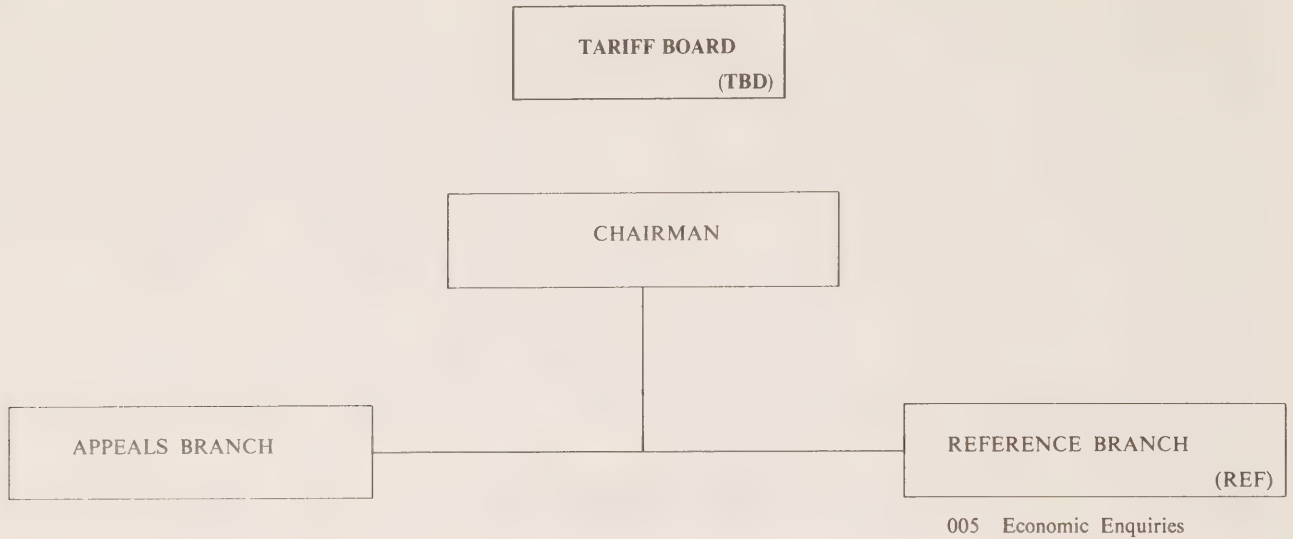


# **TARIFF BOARD**

## **Chapter 96**

# TARIFF BOARD

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ACCESS TO INFORMATION  
CO-ORDINATOR  
TARIFF BOARD  
21ST FLOOR, SOUTH TOWER  
JOURNAL BUILDING  
365 LAURIER AVENUE WEST  
OTTAWA, ONTARIO  
K1A 0G7

# TARIFF BOARD

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## Background

The Tariff Board was established by the *Tariff Board Act* in 1931. It is both an independent commission of enquiry into matters of tariff and trade and a quasi-judicial court of appeal under the *Customs Act*, *Excise Tax Act*, *Anti-dumping Act* and *Petroleum Administration Act*.

## Overall Responsibilities

In its role as a commission of enquiry, the Board undertakes specific trade studies at the request of the Minister of Finance. Its recommendations on rates of duty and changes in the tariff structure are used by the government in preparing budgets or changes in tariff or excise tax legislation.

In its role as a court, the Board hears appeals resulting from final decisions made by the deputy minister of National Revenue for Customs and Excise on tariff classification, valuation of goods for customs purposes and federal sales tax. The Board's powers were recently extended to include the hearing of appeals on charges levied on exports of petroleum and petroleum products.

The Board itself does not initiate enquiries. These are undertaken as a result of a reference from the Minister of Finance. In conducting an enquiry, the Board's staff of economists and statisticians is assigned the task of gathering and analyzing data. Meanwhile, the Board invites the submission of briefs and holds regional public hearings at which the views of importers, manufacturers and consumers can be heard.

During the course of an enquiry the Board may publish and distribute background papers and analytical material to encourage informed discussions of the subject under review. Confidential information on prices, costs or other data is frequently provided to the Board in the course of enquiries and is treated in strictest confidence. The *Tariff Board Act* states that such information "shall not be made public in such manner as to be available for the use of any business competitor or rival." On completion of the enquiry, a report is prepared containing the Board's conclusions and recommendations on rates of duty, the wording of tariff items and any other matters referred to the Board in the Minister's letter of reference. The report is printed and forwarded to the Minister of Finance. At this point it becomes a public document which can be obtained by any interested person.

## Access Procedures

Formal enquiries under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Tariff Board  
Journal Building  
South Tower, 21st Floor  
365 Laurier Avenue West  
Ottawa, Ontario  
K1A 0G7  
Telephone: (613) 990-2452

## Appeals Branch

This branch is responsible for all appeals to the Board. In its role as a court of appeal, panels of three members of the Board hold public

hearings and render decisions on certain final rulings made by the deputy minister of National Revenue for Customs and Excise, as described below.

- An appeal to the Board may be made from a final decision of the deputy minister on tariff classification or value for duty under Section 47 of the *Customs Act*.
- A decision of the same deputy minister on the normal value of goods may be appealed to the Board under Section 19 of the *Anti-dumping Act*.
- The Board may declare what rate of federal sales tax is payable on an article or on transportation by air, or that the article or transportation by air is exempt from tax under the *Excise Tax Act*.
- The Board may also declare whether any charge is payable or as to the amount of the charges payable on the exportation of any oils or any petroleum or petroleum products under the *Petroleum Administration Act*.

On any appeal, the Board hears the parties and then prepares a written declaration stating what classification or value for duty is applicable to the specific goods under appeal; or what rate of federal sales tax is payable; or that the goods are exempted from tax. A declaration of the Tariff Board is final and conclusive subject only to appeal to the Federal Court of Canada on any question of law.

Although many appellants are represented at a hearing by counsel or by a customs consultant, an appellant may conduct his or her own case. The rules of the Board are informal in order to keep it a court of easy access. The Board publishes *An Informal Guide for Parties in Appeals Before the Tariff Board*, which is available without charge from the secretary. Appeals are heard in the Board's courtroom in Ottawa, and from time to time, in major cities in western Canada and the Atlantic provinces.

Any person who has an interest in a subject under appeal before the Board may appear at the hearing as an intervenant and be heard.

There are no court costs or charges for a Tariff Board hearing.

## Reference Branch

This branch is responsible for economic enquiries on imports. At the request of the Minister of Finance it carries out such enquiries on matters affecting the trade of Canada, invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. It also hears petitions from Canadian producers requesting safeguard action in respect of imports under the General Preferential Tariff. The Board is usually directed to recommend appropriate levels of duty and tariff nomenclature in its report to the Minister, which must, by law, be tabled in Parliament. Its recommendations are used by the government in making amendments to Schedule A of the *Customs Tariff Act* and the *Customs Act*.

## Classes of Records

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TBD/REF-005 Formerly Identified as: TB-10

### Economic Enquiries

**Description:** Information on specific trade and tariff studies by the Reference Branch at the request of the Minister of Finance. **Topics:** Technical enquiries — liaison with importers, producers and federal and provincial government departments.





# **TAX REVIEW BOARD**

## **Chapter 97**

## TAX REVIEW BOARD

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### Background

The Tax Review Board's name and mandate were changed in July, 1983 and its functions are now performed by the Tax Court of Canada. The Tax Court of Canada is not subject to the *Privacy Act* or the *Access to Information Act*. However the classes of records previously held by the Tax Review Board can be accessed by directing enquiries to the following address.

### Access Procedures

Tax Court of Canada  
3rd Floor  
Centennial Towers  
200 Kent Street  
Ottawa, Ontario  
K2A 0M1  
Telephone: (613) 992-1704

Please refer to the Access Register (1983) for classes of records previously held by the Tax Review Board.



# **TEXTILE AND CLOTHING BOARD**

## **Chapter 98**

## TEXTILE AND CLOTHING BOARD

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### TEXTILE AND CLOTHING BOARD

(TCB)

### ADMINISTRATION AND OPERATIONS

(AOP)

- 005 General and Service Information
- 010 Enquiries and Reviews
- 015 Economic Data on Textiles and Clothing

ACCESS TO INFORMATION  
CO-ORDINATOR  
TEXTILE AND CLOTHING BOARD  
235 QUEEN STREET  
FIRST FLOOR WEST  
OTTAWA, ONTARIO  
K1A 0H5

# TEXTILE AND CLOTHING BOARD

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## Overall Responsibilities

Created by Act of Parliament in May 1971 (19-20 Elizabeth II, Chap. 39), the Textile and Clothing Board is an independent body conducting enquiries to determine if imports of textiles and clothing goods are causing or threatening serious injury to Canadian production; to examine adjustment plans of the producers affected; to recommend to the Minister of Regional Industrial Expansion when special measures of protection against imports should be applied; and to monitor the effects of these measures. Administrative support for the Board is provided by the Department of Regional Industrial Expansion.

## Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator  
Textile and Clothing Board  
235 Queen Street  
1st Floor West  
Ottawa, Ontario  
K1A 0H5  
Telephone: (613) 993-6336

## Classes of Records

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TCB/AOP-005 *Formerly Identified as:* TCB-10

### General and Service Information

*Description:* Information on Board reports, Board activities, correspondence, relations with other departments and agencies, legislation and treaties relating to textiles and clothing. *Topics:* Board

reports: enquiries, reviews, industry situation, studies; Board activities: information, records; correspondence with individuals, associations, firms, embassies, trade commissions; relations with other departments, agencies, Anti-dumping Tribunal, Tariff Board; legislation and treaties; *Textile and Clothing Board Act*, agreements on international trade in textile products.

TCB/AOP-010 *Formerly Identified as:* TCB-20

### Enquiries and Reviews

*Description:* Information on each enquiry and review of textiles and clothing by the Textile and Clothing Board. *Topics:* Enquiries and reviews — general, textile products, clothing products.

TCB/AOP-015 *Formerly Identified as:* TCB-30

### Economic Data on Textiles and Clothing

*Description:* Economic data on textiles and clothing industries obtained in support of the various activities of the Board. *Topics:* Economic data on textiles and clothing — general, markets, imports, exports, textile industry, clothing industry, individual firms.





# **DEPARTMENT OF TRANSPORT**

## **Chapter 99**

# DEPARTMENT OF TRANSPORT

## DEPARTMENT OF TRANSPORT

(DOT)

### CO-ORDINATION AND SERVICES

#### PLANNING AND POLICY

(PPD)

005 Strategic Planning  
010 Policy Studies

#### CO-ORDINATION

(COD)

015 Conferences and Committees  
020 Transportation of the Handicapped  
025 Crown Corporations  
030 Appeals from CTC Decisions

#### TRANSPORT OF DANGEROUS GOODS

(TDG)

035 Dangerous Goods

#### RESEARCH AND DEVELOPMENT

(RDD)

040 Research and Development

#### DEPARTMENTAL SECRETARIAT

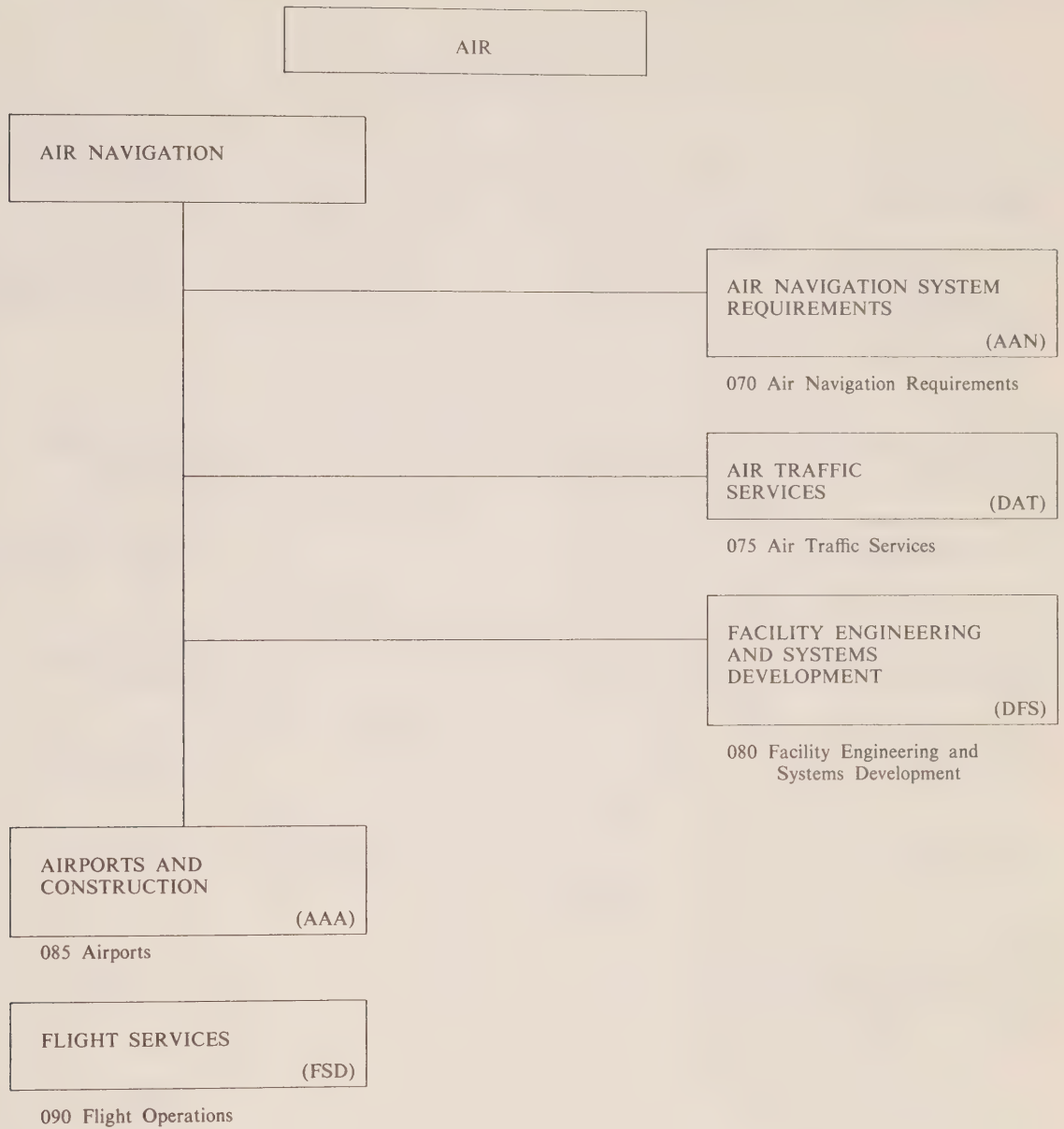
(DSE)

045 Legislation  
050 Access to Information and Privacy; Human Rights; Paperburden Reduction  
055 Parliamentary Affairs  
060 Regulatory Activities  
065 Emergency Planning and Operations

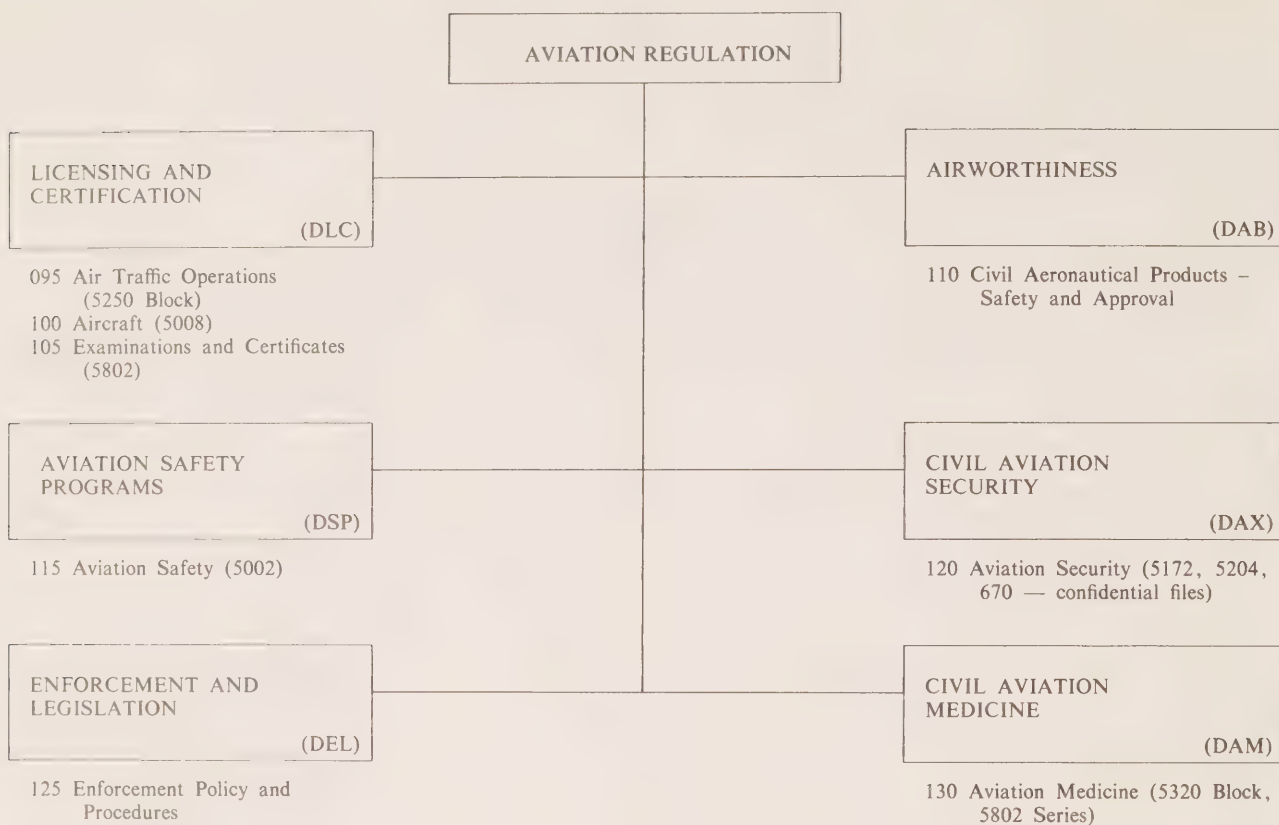


# DEPARTMENT OF TRANSPORT

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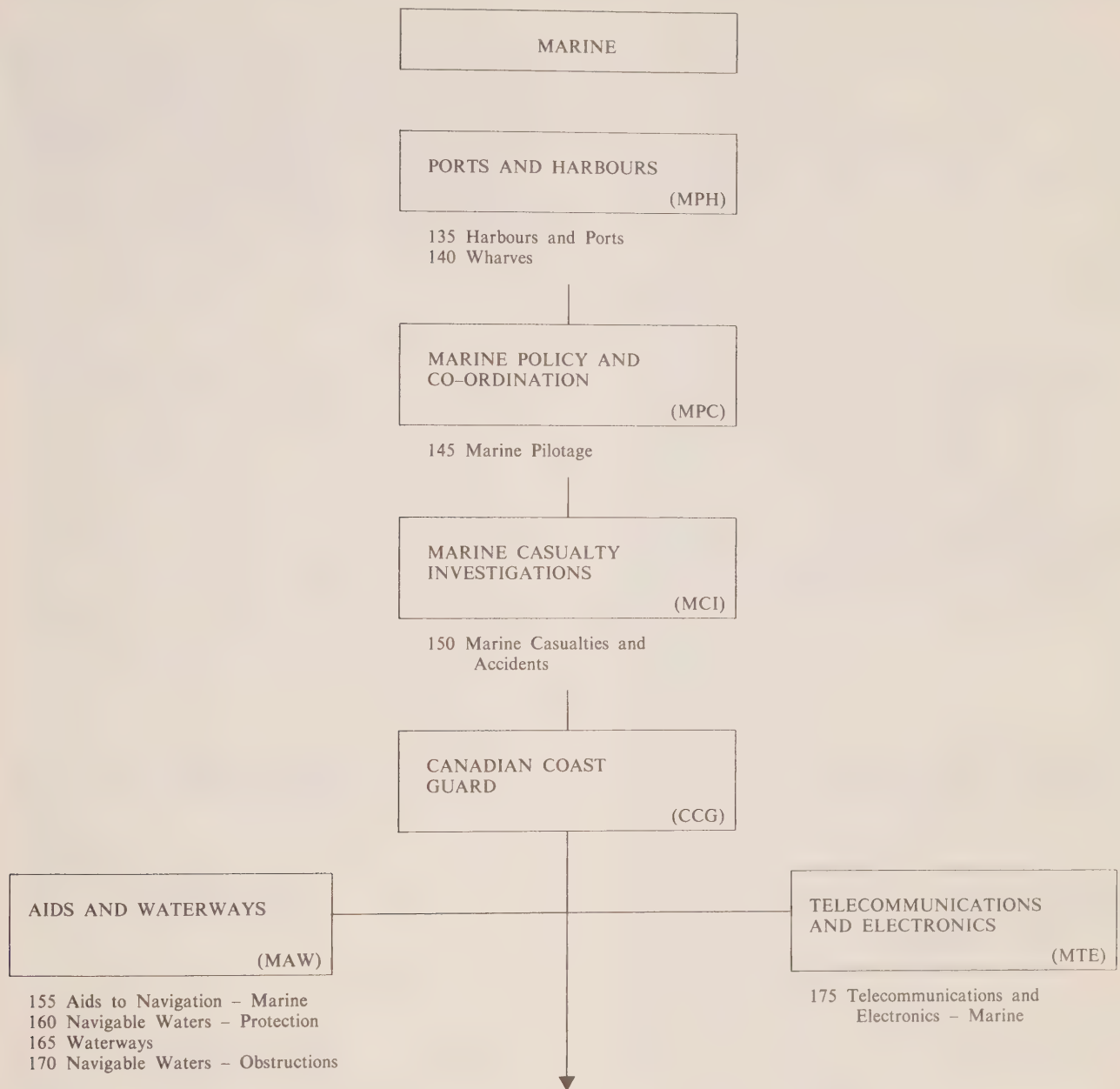


# DEPARTMENT OF TRANSPORT

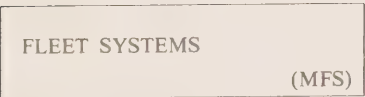


# DEPARTMENT OF TRANSPORT

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## SEARCH AND RESCUE (MSR)

SHIP SAFETY (MSS)

## SURFACE

HIGHWAY TRANSPORTATION  
AND SURFACE POLICY

(DSH)

ROAD SAFETY AND  
MOTOR VEHICLE  
REGULATION

(DTS)

WATER TRANSPORTATION  
ASSISTANCE

(DWD)

RAILWAYS AND GRAIN  
TRANSPORTATION  
(DRG)RAILWAY PASSENGER  
TRANSPORTATION  
(DRP)

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
DEPARTMENT OF TRANSPORT  
PLACE DE VILLE, TOWER C  
OTTAWA, ONTARIO  
K1A 0N5

# DEPARTMENT OF TRANSPORT

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## Background

The Department of Transport was established in 1936 by the *Department of Transport Act* (RSC 1970, c. T-15), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence. The Minister of Transport has jurisdiction over all government railways and canals (except the Trent and Rideau canals), and has the same powers as were vested in the Minister of Marine with respect to navigation and shipping matters, and the Minister of National Defence with respect to civil aviation, before amalgamation. Additional powers are vested in the Minister by a number of other statutes and regulations.

## Laws and Regulations

### The Department

- Department of Transport Act
- Atlantic Region Freight Assistance Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Maritime Freight Rates Act
- National Transportation Act
- Safe Containers Convention Act
- Transport Act
- Transportation of Dangerous Goods Act

### Canadian Air Transportation Administration

- Aeronautics Act
- Aeronautics Regulations (pursuant to Section 4 of the Act)
- Air Canada Act, 1977
- Canadian Aviation Safety Board Act
- Carriage by Air Act

### Canadian Marine Transportation Administration

- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Canada Shipping Act
- Carriage of Goods by Water Act
- Public Harbour and Ports Facilities Act
- Government Vessels Discipline Act
- Harbour Commissions Act
- Hamilton and Toronto Harbour Commissioners Acts
- Maritime Code
- Canada Ports Corporation Act
- Montréal Port Wardens Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Québec Port Wardens Act
- Shipping Conference Exemption Act
- St. Lawrence Seaway Authority Act
- United States Wreckers Act

### Canadian Surface Transportation Administration

- An Act respecting the CPR (1881), et al. (details of old railway acts are set out in the Statutory History of the Steam and Electric Railways of Canada, 1836-1937, published by the Department of Transport/King's Printer)

- Canadian National Railways Act and related legislation
- Various Bridge Acts
- Crow's Nest Pass Agreement Act
- Government Property Traffic Act
- Government Railways Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- Motor Vehicle Transport Act
- Passenger Tickets Act
- Railway Act
- Railway Relocation and Crossing Act
- Teleferry Act
- Winnipeg Terminals Act
- Canadian Wheat Board Act
- Western Grain Stabilization Act
- Western Grain Transportation Act

## Overall Responsibilities

The Department attends to the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and operates specific elements of that system. This broad role-statement recognizes certain important objectives: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery, and support of government policies and objectives, especially as they relate to social and economic development.

## Crown Corporations

The following agencies report to Parliament through the Minister of Transport:

- Canadian Transport Commission
- Air Canada, Canadian National Railways, Northern Transportation Co. Ltd. and VIA Rail (not covered by the *Access to Information Act*)
- The St. Lawrence Seaway Authority, Canada Ports Corporation and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities (reporting through the Administrator of the Canadian Marine Transportation Administration)

## Major Departmental Establishments Outside the National Capital Region

The Department maintains and operates the following major establishments:

Transportation Development Centre  
Place de l'Aviation  
1000 Sherbrooke Street West  
25th Floor  
P.O. Box 549  
Montréal, Québec  
H3A 2R3

Transport Canada Training Institute  
1950 Montréal Road  
Cornwall, Ontario  
K6H 6L2

Canadian Coast Guard College  
P.O. Box 4500  
Sydney, Nova Scotia  
B1P 6L1

# DEPARTMENT OF TRANSPORT

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Motor Vehicle Test Centre  
P.O. Box 285  
Blainville, Québec  
J7E 4J2

## Organization

The Department is headed by the deputy minister of Transport who is supported by an associate deputy minister; the director general, Review; the director, Departmental Security; and by heads of operational and staff groups.

The Department's three administration groups are air transportation, marine transportation, and surface transportation.

Planning and co-ordination functions are carried out by a group headed by the assistant deputy minister, Planning and Co-ordination. Policy advice and support relating to the management and administration of departmental resources are provided by an assistant deputy minister, Personnel, and an assistant deputy minister, Finance.

The director general, Public Affairs, reports directly to the deputy minister, and the departmental general counsel provides legal services for the Department at the instruction of the deputy minister.

## Library and Information Centre

The role of the Library and Information Centre, with respect to access to departmental records, is to provide systematic and comprehensive access to sources of information generated by the Department in any medium. The library fulfils this function in five ways:

- by serving as a place to request information and receive it;
- by functioning as a central system where most internally generated materials are deposited, bibliographically controlled, catalogued and indexed;
- by providing a bibliographic database to determine what information there is relating to a specific question (this database is available for consultation on the premises, for distribution in microfiche at cost and for computerized access through the Canadian On-Line Enquiry System operated by the Canadian Institute for Scientific and Technical Information);
- by providing facilities for consultation or more extensive research in the form of microform readers, carrels or desks; and
- by acting as an internal referral mechanism to ensure that requests are followed up, particularly when it is not clear to individuals or organizations to which address requests should be forwarded.

Library and information services are available at the following addresses:

### Headquarters (all categories of information)

Transport Canada Library and Information Centre  
Place de Ville  
Tower C, 2nd Floor  
Ottawa, Ontario  
K1A 0N5

### Marine Transportation Information

Newfoundland Region, Canadian Coast Guard  
Regional Manager, Financial Administration  
P.O. Box 1300  
St. John's, Newfoundland  
A1C 5N5

Maritimes Regional Coast Guard Library  
P.O. Box 1013  
Dartmouth, Nova Scotia  
B2Y 3Z7

Laurentian Region Coast Guard Library  
104 Dalhousie Street  
Québec, Québec  
G1R 2B5

Central Region, Canadian Coast Guard  
Regional Manager, Financial Administration  
One Yonge Street, 20th Floor  
Toronto, Ontario  
M5E 1E5

Western Region Canadian Coast Guard  
Regional Manager, Financial Administration  
700 West Georgia Street  
Vancouver, British Columbia  
V7Y 1E1

### Air Transport Information

Atlantic Region  
Regional Manager, Administrative Services  
P.O. Box 42  
Moncton, New Brunswick  
E1C 8K6

Québec Region  
Regional Manager, Administration  
P.O. Box 5000  
Montréal International Airport  
Dorval, Québec  
H4Y 1B9

Ontario Regional Library  
4900 Yonge Street  
Suite 300  
Willowdale, Ontario  
M2N 6A5

Central Region  
Regional Manager, Administration  
P.O. Box 8550  
Winnipeg, Manitoba  
R3C 0P6

Western Regional Library  
Federal Building  
9820-107th Street  
Edmonton, Alberta  
T5K 1G3

Pacific Regional Library  
739 West Hastings Street  
Vancouver, British Columbia  
V6C 1A2

### Program-related Information

Canadian Coast Guard, College Library  
P.O. Box 4500  
Sydney, Nova Scotia  
B1P 6L1

Transportation Development Centre Library  
1000 Sherbrooke Street West  
P.O. Box 549  
Montréal, Québec  
H3A 2R3

Transport Canada Training Institute  
Technical Information  
1950 Montréal Road  
Cornwall, Ontario  
K6H 6L2



# DEPARTMENT OF TRANSPORT

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## General Information

### Public Affairs

Public Affairs forecasts and analyzes probable reaction to existing and proposed departmental plans, policies and programs. It is responsible for providing support for the implementation of the Department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the Department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Moncton, Montréal, Québec City, Toronto, Winnipeg, Regina, Edmonton and Vancouver. Contact may be made in person, by phone, or by writing to the public affairs officers at one of the following addresses:

#### Ottawa

Director General, Public Affairs  
Tower C, 21st Floor  
Place de Ville  
Ottawa, Ontario  
K1A 0N5  
Telephone: (613) 996-5861

#### Newfoundland Region

Regional Public Affairs Officer  
Transport Canada  
P.O. Box 1300  
34 Harvey Road  
St. John's, Newfoundland  
A1C 6H8  
Telephone: (709) 772-4328

#### Atlantic Region

Manager, Public Affairs  
Transport Canada  
P.O. Box 1013  
46 Portland Street  
Dartmouth, Nova Scotia  
B2Y 4K2  
Telephone: (902) 426-3589

Regional Public Affairs Officer  
Transport Canada  
P.O. Box 42  
95 Foundry Street  
Moncton, New Brunswick  
E1C 8K6  
Telephone: (506) 857-7314

#### Québec Region

Manager, Public Affairs  
Transport Canada  
1000 Sherbrooke Street West  
24th Floor  
Montréal, Québec  
H3A 2R3  
Telephone: (514) 283-4658

Regional Public Affairs Officer  
Transport Canada  
104 Dalhousie Street, Room 417  
P.O. Box 2055  
Québec, Québec  
G1K 7M9  
Telephone: (418) 648-7060

#### Ontario Region

Manager, Public Affairs  
Transport Canada  
Dominion Public Building, Room 216  
One Front Street West  
Toronto, Ontario  
M5J 1A4  
Telephone: (416) 369-3277

#### Manitoba Region

Manager, Public Affairs  
Transport Canada  
333 Main Street  
P.O. Box 8550  
Winnipeg, Manitoba  
R3C 0P6  
Telephone: (204) 949-3152

#### Saskatchewan Region

Manager, Public Affairs  
Transport Canada  
106-2050 Cornwall Street  
Regina, Saskatchewan  
S4P 2K5  
Telephone: (306) 359-5036

#### Alberta Region

Manager, Public Affairs  
Transport Canada  
9820-107th Street  
Edmonton, Alberta  
T5K 1G3  
Telephone: (403) 420-3810

#### British Columbia Region

Manager, Public Affairs  
Transport Canada  
224 West Esplanade  
North Vancouver, British Columbia  
V7M 3J7  
Telephone: (604) 984-3705

## Publications

The following list of publications or documents, issued by the departmental Library and Information Centre, may be used to locate information (the source should be cited before the title when requesting these documents):

- How to Access Information in the Transport Canada Library and Information Centre; a Handbook (Ottawa, 1982, TP-3455)
- Your Library at Your Service (TP-1478)
- Library Guidelines and Standards (Ottawa, 1979, TP-1979)
- Transport Canada Publications (published semi-annually, TP-1504)
- New Accession List (published bi-monthly)
- Audio-visual Catalogue (Ottawa, 1983, published annually, TP-4541)
- Transport Canada Library and Information Centre (catalogue of materials held in the headquarters Library and Information Centre, in regional libraries and in other participating libraries updated monthly)

## Access Procedures

The departmental co-ordinator oversees the access to information function in the department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemption and third-party

# DEPARTMENT OF TRANSPORT

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notifications, responses to enquiries from the Access to Information Commissioner, appeals before the Federal Court and the annual report to Parliament on the operation of the Act within the Department. Enquiries concerning the administration of the *Access to Information Act* in the Department should be addressed to

Access to Information Co-ordinator  
Department of Transport  
Place de Ville, Tower C  
Ottawa, Ontario  
K1A 0N5  
Telephone: (613) 993-6161

## Deputy Minister

Overall responsibility for the direction of the affairs of the Department rests with the deputy minister, who is its permanent head and senior advisor to the Minister of Transport.

## Associate Deputy Minister

The associate deputy minister advises the deputy minister on resource allocations and on the management of the Department. He or she provides the deputy minister with briefings on current issues and activities that have implications for the department as a whole, and provides direction for departmental programming, training, personnel planning, security, audit, review and evaluation activities. The associate deputy minister acts as liaison between the Minister of Transport and Crown corporations reporting to the Minister, and may represent the Department in negotiations with industry, other departments, other levels of government and foreign states. He or she is assisted by the director general, Review, and the director, Departmental Security.

## Review Directorate

The director general, Review (DGR) provides the deputy minister and senior management with independent reviews and appraisals of departmental systems, functions and organizational units in order to improve the efficiency, economy and effectiveness of the management policies, practices and controls of the Department. The DGR also provides the deputy minister and senior management with independent assessments and studies on the effectiveness of departmental accountability. The DGR fosters and promotes the development and implementation of performance measures through the provisions of policy, guidance and advice. The Review Group develops and co-ordinates the departmental productivity improvement program, validates human resource level standards and conducts special studies as directed by senior management. The group is assisted by the director of Policy, Planning, Methodology and Quality Control, the chief of Performance Measurement, the chief of Accountability Improvement Measures Planning and Implementation, the director of Internal Audit, and the director of Program Evaluation. DGR is also responsible for the departmental challenge function, which entails the assessment of all proposals with resource implications, prior to their submission to the Minister, Treasury Board or Cabinet.

## Security Directorate

The branch administers departmental security policies. This includes administration of security, security of information, physical as well as technical and personnel security, and security inspections, audits and reviews.

## Manuals

- Departmental Security Manual (Classified) — TP-789

## CO-ORDINATION AND SERVICES

### Assistant Deputy Minister

The overall guidance for strategic planning and the conduct of long-term multimodal planning to respond to future needs and problems, together with the co-ordination of all internal and external activities and relations of Transport Canada, are the responsibility of the assistant deputy minister of Planning and Co-ordination (ADMPC). Within the Department, the ADMPC co-ordinates policies, programs and objectives having multimodal implications, develops policies and procedures governing the transportation of dangerous goods, develops and implements technological research, provides advice to the Minister on policy issues regarding transport Crown corporations and provides support and secretariat services to the Minister and deputy minister. He or she is supported by four directorates: Planning and Policy, Co-ordination, Dangerous Goods, and Research and Development; and one branch, the Departmental Secretariat, which includes the Access to Information and Privacy Co-ordination.

### Planning and Policy

This directorate prepares and monitors corporate-level strategic plans; co-ordinates and functionally directs all the main planning activities within the Department; directs the development of long-range multimodal transportation objectives and policies; provides policy analysis services and advice on multimodal transportation issues; prepares national and regional multimodal transportation forecasts; monitors and analyzes transportation systems and formulation of system strategies; and ensures an adequate level of university research and training in transportation.

### Co-ordination

Co-ordination directs departmental responses to complex issues that involve several departmental groups; co-ordinates the Department's federal, provincial, industrial, and international relations; negotiates and manages economic and regional development transportation sub-agreements; develops policies and programs concerned with transportation facilities for the handicapped; co-ordinates, analyses and advises on matters concerning Crown corporations and in connection with appeals against Canadian Transport Commission rulings.

### Transport of Dangerous Goods

The directorate administers the national program relating to the transportation of dangerous goods; formulates and recommends policies, standards and means of implementing the regulations governing the handling, offering for transport, transportation and in-transit storage of dangerous goods for all modes of transport throughout Canada. It also operates CANUTEC, the 24 hours a day emergency response and information centre for chemical transportation accidents.

### Research and Development

Research and Development plans, programs and manages the central transportation research and development program addressing the Department's operational and regulatory mandate as well as the safety and productivity aspects of the transportation sector as a whole. This program includes the departmental multimodal initiatives such as Energy Research and Development, and Transportation of the Handicapped and Elderly research, development and demonstration. The directorate is also responsible for transportation research and development policy, strategic planning, co-ordination and evaluation within the federal government.



## DEPARTMENT OF TRANSPORT

### Departmental Secretariat

The secretariat provides comprehensive co-ordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process, and prepares parliamentary returns as well as advisory and briefing services for the Minister, the deputy minister and senior departmental officials. The director is the departmental co-ordinator for privacy, access to information, and human rights, and maintains a central consolidated registry of departmental statutes and regulations. The government paperburden reduction program in Transport Canada is co-ordinated by the secretariat. The secretariat also co-ordinates the receipt and distribution of crisis information on natural and man-made disasters and the departmental emergency planning activity, pursuant to the federal government's Emergency Planning Order.

### Assistant Deputy Minister — Personnel

The development and implementation of all departmental personnel policies and programs is planned and directed by the assistant deputy minister, Personnel (ADMP), whose responsibility it is to ensure the effective recruitment, utilization and retention of human resources in the Department. The ADMP advises on all matters pertaining to personnel administration, co-ordinates and directs departmental training activities, including those undertaken by the Transport Canada Training Institute and the Coast Guard College, and has overall responsibility for employee relations within the Department. He or she is supported by two directorates: Personnel, and Training; and two branches: personnel planning and programs, and labour relations.

### Assistant Deputy Minister — Finance

The assistant deputy minister, Finance (ADMF), provides the deputy minister with systems of financial management, materiel management, contract management and review. The ADMF supplies management consulting services, computer services, library and information services, administrative and budgetary services; and advises the deputy on financial matters affecting the Department and the Crown corporations reporting to the Minister of Transport. He or she is supported by six directors: materiel and contracting services, management systems, communications and informatics, financial administration, financial planning and programming, and administrative services.

### Canadian Air Transportation Administration (CATA)

The administrator directs the management of all operational, developmental, and regulatory activities of the administration in support of aeronautics, and maintains and promotes all aspects of air safety. On behalf of the Minister, CATA administers Part I of the *Aeronautics Act*, and provides the Minister with economic and policy advice under Part II of the Act.

The administrator is assisted by a deputy administrator, five assistant administrators, two directors general, one director, and six regional administrators.

CATA is divided into seven directorates and one branch: aviation regulation, airports and construction, air navigation, flight services, resource management, policy and strategic planning, international aviation, and the policy co-ordination and administration branch.

The administration provides and operates the airports, navigational aids and related facilities that allow aircraft of all types and sizes to operate in all parts of Canada. In order that they may do so safely, CATA develops and enforces technical and safety regulations. It employs about 13,000 people and has a budget of approximately \$1 billion.

### Role of the Six Regional Administrators

Reporting to both the administrator and the deputy administrator, the regional administrators direct the management, administration and implementation of policies, programs and services within the regions, related to such functions as airport activities, air navigation services, aviation regulation requirements, construction services, public affairs, and administration designed to provide safe and efficient air services and facilities to members of the public and the aviation community.

Information about any of these directorates may be obtained from

Public Affairs  
Transport Canada  
21st Floor, Tower C  
Place de Ville  
Ottawa, Ontario  
K1A 0N5  
Telephone: (613) 996-5861

Canadian Air Transportation Administration  
Transport Canada  
Place de Ville  
Ottawa, Ontario  
K1A 0N8  
Telephone: (613) 995-6575

or from regional offices at the following addresses

Atlantic Region  
P.O. Box 42  
95 Foundry Street  
Moncton, New Brunswick  
E1C 8K6  
Telephone: (506) 388-7212

Québec Region  
P.O. Box 5000  
Montréal International Airport  
Dorval, Québec  
H4Y 1B9  
Telephone: (514) 636-3266

Ontario Region  
300-4900 Yonge Street  
Willowdale, Ontario  
M2N 6A5  
Telephone: (416) 224-3120

Central Region  
P.O. Box 8550  
333 Main Street  
Winnipeg, Manitoba  
R3C 0P6  
Telephone: (204) 949-4311

Western Region  
9820-107th Street  
Edmonton, Alberta  
T5K 1G3  
Telephone: (403) 420-3815

Pacific Region  
P.O. Box 220  
800 Burrard Street  
Vancouver, British Columbia  
V6Z 2J8  
Telephone: (604) 666-5859



# DEPARTMENT OF TRANSPORT

## AIR TRANSPORTATION

### Air Navigation

The directorate provides, operates, and maintains Canada's air navigation system, which consists of a national system of airways, air traffic services and aeronautical information services. The airway system is based on the strategic deployment of radio navigation aids and consists of some 120 omni-directional radio ranges and 203 non-directional beacons. In addition, there are some 89 precision approach radio aids and 32 non-precision approach radio aids at principal airports.

Air traffic services include air traffic control provided at 60 towers, eight terminal control units and seven area control centres using some 35 surveillance radars, and many air-to-ground radio communication channels. It also includes a network of some 120 flight services stations that provide weather, traffic, and other information to aircraft.

An aeronautical information service, that consists of pre-flight and in-flight information necessary for pilots to conduct safe and efficient flights in all flying conditions, is provided by the directorate through a distributed national organization that collects and distributes the necessary information.

The directorate plans, implements, monitors, and evaluates the performance of all aspects of the air navigation system. It also develops contingency plans for dealing with crisis situations affecting the system. The directorate is divided into five branches: program review and analysis, air navigation system requirements, air traffic services, facility engineering and systems development, and air operations contingencies.

#### Manuals

- Manops, Vols. 1 and 2 Eng. TP-703 Inc. ATSD TP-943 ATSI TP-942
- Manual of Equipment, Part I: Radar TP-541
- Manual of Equipment, Part 2: Operational Information Display System (OIDS) TP-1057
- Control Tower Site and Design Standards TP-210
- Manops, Vols. 2 to 8 inclusive, and ATC Training Program, Vols. 1 to 6 inclusive
- ATS Management Directive (ATMD) TP-941
- Application for Horizontal Separation TP-2479
- Holding Criteria Document TP-345
- Radar Flight Check Manual TP-1334
- Plan for the Security Control of Air Traffic and Air Navigation Aids (SCATANA) TP-1258
- List of Civil Aviation Publications TP-3680
- Community Airport Radio Stations — Telecommunications Guidelines for Community Aerodrome Radio Stations
- Community Airport Radio Stations — Arctic Observation Communication Certificate Program
- Radio Operator Training Objectives — Basic Training
- Flight Services Specialist Supplementary Training — Aviation Weather Information Service

### Air Navigation System Requirements

The branch develops national policies, standards and procedures for the planning, implementation, operation and monitoring of the air navigation systems. The branch provides an aeronautical information service in support of safe and efficient flight, and monitors the

performance of navigation aids and other components of the air navigation services system.

### Air Traffic Services

The branch develops and implements national policies for air traffic services and establishes systems and goals necessary to achieve the safe and efficient movement of air traffic within Canadian-controlled airspace and International Civil Aviation Organization (ICAO) airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, Québec.

### Facility Engineering and Systems Development

This branch is responsible for the co-ordination and effective utilization of telecommunications and electronics resources in the service and aid of civil aviation, to ensure the safety and efficiency of all flights operating in Canadian airspace, including the development and implementation of the national Flight Service Station (FSS) activity. The director is also responsible for the design, development, installation, and maintenance of all electronic and computer-based systems required on a national basis to provide navigational, surveillance communications, airport security, and information systems.

### Airports and Construction

The directorate plans, designs, constructs, operates, and maintains airport facilities, as well as associated marketing activities. The Airports and Construction directorate operates a national airport system that includes large airports such as Toronto's Lester B. Pearson International as well as small Arctic airstrips such as Coral Harbour, Northwest Territories. These airports represent approximately \$6 billion in physical assets, in terms of their replacement value.

The administration owns a total of 156 land aerodromes, operating and maintaining about 105 of them through its own resources. On-site responsibilities range from operating terminal buildings to maintaining runways and emergency facilities to ensure the safe movement of passengers and goods.

The administration also provides several programs of financial assistance to other airports. At present, some 143 receive funding for capital programs and/or to support their operations and maintenance. This funding supports 46 Arctic sites, 29 remote sites being developed under federal-provincial agreements, 30 local/commercial airports, and 38 others. In addition, consultant services are provided to a number of other countries to assist them in their airport development.

The directorate establishes policies and standards for safe and efficient airport facilities and services, provides functional direction and support to regions in these areas, and directs the development of plans and programs affecting the future of the National Airports System. It is divided into seven branches: administration and contracts; marketing; policy planning and programming; airport facilities; airport services and security; airport professional services; and airport program review and analysis.

#### Manuals

- Publications Originated in Airports and Construction TP-2725 Manual AK-07-09-001, January 1984 — 120 pages of airport and construction publications

### International Aviation Directorate

The directorate is responsible for technical relations with civil aviation authorities in the United States, the United Kingdom, France and other countries, and with international organizations such as International Civil Aviation Organization (ICAO), NATO, and the International Air Transport Association (IATA).

# DEPARTMENT OF TRANSPORT

## Flight Services

The directorate is responsible for the department's fleet of 90 fixed wing and rotary wing aircraft. These aircraft are assigned to various tasks across Canada, such as the calibration of air navigational aids, ice reconnaissance, inspection and training, joint operations with the Canadian Coast Guard, environmental protection against oil spills, transportation of Cabinet ministers, and the transportation of foreign dignitaries travelling in Canada.

The directorate also provides flight services for other federal departments and agencies such as Energy, Mines and Resources, and the Marine Administration of Transport Canada.

## Manuals

- Aircraft Maintenance Manual — seven volumes (not numbered)
- Helicopter Maintenance Engineer Shipboard Manual TP-4986
- Flight Operations Manual — Fixed Wing Aircraft TP-3463
- Flight Operations Manual — Helicopters TP-3493
- Flight Attendant Manual TP-3639

## Aviation Regulation

The directorate is responsible for all aspects of aviation safety, including the preparation and enforcement of legislation, security planning and programming, licensing of personnel, aircraft and airports, and certification of air services, establishing and maintaining airworthiness standards, promoting aviation safety, and regulating the transportation of dangerous goods.

The directorate licenses all pilots, commercial operators, flying schools, airports, aircrafts, aircraft manufacturers and maintenance personnel. (There are 72,000 licensed pilots and more than 24,000 aircrafts registered in Canada.) The system of airways and air routes is second only in size to that of the United States. Aviation regulation inspectors regularly examine all people and equipment they license to ensure that they meet safety standards and comply with air regulations.

Consistent with the administration's emphasis on safety, the directorate conducts analytical studies into the nature and degree of safety deficiencies in the air transport system. These studies set priorities in the development and delivery of extensive national education and promotion programs aimed at safety motivation within the industry.

The directorate is divided into seven branches: licensing and certification, airworthiness, aviation safety programs, civil aviation security, enforcement and legislation, aviation medicine, program review and analysis.

## Manuals

- Engineering and Inspection Manual, Parts I and II, TP 51-2-1-2
- Engineering and Inspection Manual, Part III, TP 51-2-3
- Airworthiness Directives
- Notices to Aircraft Maintenance Engineers and Aircraft Owners TP-4914
- Civil Aeronautics Jurisprudence TP-4311
- Digest of Civil Aeronautics Jurisprudence TP-4312
- Enforcement Training Manual TP-4751
- Enforcement Manual TP-3352
- Rule-Making Policies and Procedures Manual TP-2713
- Civil Aviation Security Manual — Policies, Standard and Recommended Practices TP-769
- Personnel Licensing Handbook: TP Volume 1 — Flight Crew TP-193E, Volume 2 — Aircraft Maintenance Engineers and Air

Traffic Controllers TP-194, Volume 3 — Medical Requirements TP-195

- Personnel Licensing Procedures Manual TP-1749
- Personnel Licensing Procedures Manual TP-2943
- Instrument Procedures Manual TP-2076
- Guidance Manual for Application of Air Navigation Order, Series I, No. 2 TP-3640
- Manual of Special Aviation Events TP-389
- Canadian Civil Aircraft Register TP-220
- Air Carrier Inspector Manual (Rotorcraft) TP-4357
- Air Carrier Inspector Manual (Small Aeroplanes) TP-3783
- Air Carrier Certification Manual TP-4711
- Air Carrier Check Pilot Manual TP-3646
- Air Carrier Inspector Manual (Large Aeroplanes) TP-4827
- Dangerous Goods (Inspector's Manual) TP-385
- Aircraft Maintenance Engineer Licence TP-3043
- Air Traffic Control Procedures and Pilot/Controller Responsibilities Examination TP-2900
- Commercial Pilot Licence Aeroplane TP-660
- Flight Engineer Licence TP-4831
- Flight Instructor Rating Aeroplane TP-2810
- Flight Navigator Licence TP-3614
- Flight Test Guide — Private and Commercial Pilot Licence Helicopters TP-3077
- Flight Test Guide — Private and Commercial Pilot Licence Aeroplanes TP-2655
- Flight Test Standards and Guide — Multi-engine Class Rating Aeroplane TP-219
- Glider Pilot Licence TP-876
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, Alternate Category Rating, Flight Instructor Rating, Instrument Instruction, Endorsement TP-2476
- Instrument Rating TP-691
- Private Pilot Licence Aeroplane TP-560
- Senior Commercial and Airline Transport Pilot Licence TP-690
- Flight Instructor Guide TP-975
- Flight Training Manual TP-1102
- Flight Instructor's Guide — Part I
- Self-Paced Study Package for the Flight Instructor Guide — Section I
- Judgement Training Manual for Instructor Pilots TP-4776

## Licensing and Certification

The branch is responsible for standards, policies, procedures, and national programs for efficient promotion and regulation control of civil aviation activities in Canada.

## Airworthiness

The branch is responsible for the management of airworthiness programs, approvals and the continuing safety of all civil aeronautical products manufactured and operated in Canada and the continuing airworthiness support for all Canadian manufactured aeronautics products used in foreign countries.



# DEPARTMENT OF TRANSPORT

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## Aviation Safety Programs

The branch administers national programs to detect, define, and advise on aviation safety deficiencies. It provides aviation safety advice and guidance on the National Air Transportation System (NATS) to ensure corrective action and to develop a safety promotion program with industry to support the prevention of accidents and incidents in NATS.

## Civil Aviation Security

This branch is responsible for ensuring that the appropriate level of aviation security is being provided for the travelling public by Canadian carriers, Canadian airports, foreign carriers operating in Canada, and foreign airports being used by carriers coming into Canada.

## Enforcement and Legislation

This branch is responsible for the legislative development, promulgation and codification of aeronautical legislation, including the implementation of recommendations of a legislative nature made by the Commission of Enquiry on Aviation Safety, the development and management of the Aeronautical Regulatory Enforcement Program and for the Aeronautical Bilingualization Program and to carry out a substantive review and revamping of aeronautical legislation and the attendant enforcement policies and procedures.

## Civil Aviation Medicine

This branch provides medical advice and assistance in setting standards for civil aviation personnel and advises on all problems connected with the health of travellers by air.

## Resource Management Directorate

The directorate manages the resources of the administration. It prepares the long-term operational plan and is responsible for resource analysis, resource planning, resource programming and evaluation. In addition, it operates the financial planning, budgeting, and administration process to determine the short- and medium-term resource implications for the achievement of these air transportation objectives and activities of the administration. The directorate co-ordinates the resource management process and advises the administrator on the quality, cost and effectiveness of plans, policies and resource allocations for the safe and efficient operation of the National Civil Air Transportation System.

The directorate supervises the recovery of operating costs from the users of the civil aviation system. These revenues come from the Air Transportation Tax, airport space rentals and concessions, aircraft landing fees as well as recoveries from other government programs for services provided by the administration.

## Policy and Strategic Planning Directorate

The directorate develops policies related to the economic aspects of domestic and international civil aviation. The directorate provides the aviation activity statistics and forecasts needed to manage and plan the air transportation program, and advises the Minister on issues relating to the economic regulation of the air carrier industry and on international air negotiations. The directorate is also responsible for the planning framework and guides the administration's strategic planning process.

The directorate is divided into five branches: domestic policy, international policy, planning, statistics and forecasts, economic analysis and evaluation.

## Manuals

- Benefit-Cost Analysis for Air Transportation Projects: A Guide for the Canadian Air Transportation Administration TP-5495
- CATA Manual of Planning Procedures TP-2154

## Policy Co-ordination and Administration Branch

The branch co-ordinates government and industry relations for the administration, provides policy advice on short-term issues, and general administrative assistance to the air administrator and regional administrators.

## MARINE TRANSPORTATION

### Administration

The administration groups into one corporate entity the various marine agencies responsible for providing and operating marine terminal route infrastructure facilities, services management of all operational, developmental, and regulatory activities of the department in support of marine transportation, and the development of ports and marine commerce in Canada. The administrator is assisted by a deputy, the Commissioner of the Canadian Coast Guard, the director general, Ports and Harbours, the chairman of the Canada Ports Corporation, the president of the St. Lawrence Seaway Authority, and the chairmen of the four pilotage authorities (Atlantic, Laurentian, Great Lakes, and Pacific).

In particular, the administrator formulates and implements marine transportation policies, programs, and directives; ensures the efficient operation of marine way and terminal facilities, marine traffic management and pilotage services; and is responsible for providing a fleet of ships in support of navigation and the Arctic re-supply activity. These responsibilities are carried out by a headquarters administrative unit, by ports and harbours, marine policy and co-ordination, programming and finance, shipping policy, operations review and emergency planning, and contract administration.

The Canadian Coast Guard's responsibilities include the provision of such services as aids to navigation, telecommunications and ship movement systems, ship safety, including search-and-rescue, icebreaking and all regulatory activities concerning the design, construction and maintenance of ships, and the safety of personnel and cargoes, pollution prevention and marine casualty investigation. The main sub-divisions that carry out these functions are aids and waterways, telecommunications and electronics, fleet systems, ship safety and search-and-rescue. Official information about any of these activities may be obtained from

Office of the Administrator  
Canadian Marine Transportation Administration  
Department of Transport  
Place de Ville  
Ottawa, Ontario  
K1A 0N7

or from regional offices of the Coast Guard at the addresses listed below

Laurentian Region  
Regional Director General  
Canadian Coast Guard  
P.O. Box 2055  
Québec Terminus  
Québec, Québec  
G1K 7M9



# DEPARTMENT OF TRANSPORT

Central Region  
Regional Director General  
Canadian Coast Guard  
Toronto Star Building  
One Yonge Street, 20th Floor  
Toronto, Ontario  
M5E 1E5

Maritime Region  
Regional Director General  
Canadian Coast Guard  
Twin Towers  
Royal Bank Building  
46 Portland Street  
P.O. Box 1013  
Dartmouth, Nova Scotia  
B2Y 4K2

Newfoundland Region  
Regional Director General  
Canadian Coast Guard  
35 Harvey Road  
P.O. Box 1300  
St. John's, Newfoundland  
A1C 6H8

Western Region  
Regional Director General  
Canadian Coast Guard  
224 West Esplanade  
North Vancouver, British Columbia  
V7M 3H7

A description of the organization and responsibilities of the St. Lawrence Seaway Authority, Canada Ports Corporation and the four Pilotage authorities, as well as the records held by them, are provided elsewhere in this Register.

## Ports and Harbours

The branch plans and administers public port facilities serving commercial water transportation interests, and provides functional direction to the regions in these areas. It also ensures that the development and conduct of harbour commission programs are co-ordinated with the various related activities of the department and other federal government departments.

## Marine Policy and Co-ordination

The directorate advises and makes recommendations to departmental senior officials and other federal departments on all major policies concerning national shipping and the provision of marine services and facilities, as well as for directing and co-ordinating the assessment of the impact of those policies. It also responds to matters arising out of current policies relating to marine services and facilities and in so doing, establishes and maintains contacts with other levels of government for the purposes of negotiations and liaison. In addition the directorate is responsible for the development and co-ordination of major domestic and international maritime policies that provide an appropriate commercial operating environment for Canada's marine and shipping industry.

## Marine Casualty Investigations

This unit develops and recommends policies on the investigation of marine casualties, conducts investigations and recommends policies on the conduct and competence of certificated officers and pilots. It also prepares and implements a national program for the preservation, protection and disposal of wrecks.

## Canadian Coast Guard

### Manuals

- Organization, Objectives and Policies of the Canadian Coast Guard
- Approach to Facilities Planning in the Canadian Coast Guard
- Marine Transportation Program Canadian Coast Guard
- Financial Performance Report
- Quarterly Status Report of the Canadian Coast Guard
- OPMS (Operational Performance Measurement System) Annual Report

*Note:* The above-listed manuals are the responsibility of the Coast Guard Commissioner's Office and pertain to general administration.

### Aids and Waterways

The branch develops and recommends policies for the provision of aids to marine navigation and prepares legislation and regulations for the control of marine traffic. It also reviews and approves construction plans under the *Navigable Waters Protection Act* and directs the development of commercial navigable waterways.

### Manuals

- Vessel Traffic Systems: Operations Manual
- Navigable Waters Protection Act: Application Guide
- Aids and Waterways: Operational Manual
- Moorings for Aids to Navigation: General Specifications
- Occupational Profile of Marine Aids Technicians (INM II)
- Staffing Yardstick for Preventative Maintenance of Buildings and Grounds at Canadian Coast Guard Sites
- Guidelines for Determining and Verifying Operational Requirements for Racons
- CCGS Cove Isle and CCGS Gull Isle Inshore Aids to Navigation for Workboats Operating from Parry Sound

## Telecommunications and Electronics

The branch develops and implements policies and plans to provide and operate telecommunications and electronics systems and services required by the Canadian Coast Guard programs.

### Manuals

- Maritime Mobile Communications in the Canadian Arctic
- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations
- Operations Standards for Coast Guard Radio Stations
- General (Telecommunications and Electronics Operations Standards)
- Radar Based VTM System, Chedabucto Bay (Equipment Standards)
- Radar Based VTM System, Placentia Bay (Equipment Standards)
- Radar Based VTM System, Halifax (Equipment Standards)
- General Index and Instructions (Telecommunications and Electronics Equipment Standards)
- VHF/DF Amplifier Process Test Set Technical Manual
- Policies and Standards Manual: Canadian Coast Guard Telecommunications and Electronics
- VHF/DF Cross-Fix Calculator Operator's Manual: Preliminary
- VHF/DF Cross-Fix Calculator Technical Manual: Preliminary
- Organizational Guidelines: Headquarters — region — field

# DEPARTMENT OF TRANSPORT

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## Fleet Systems

The branch develops national policies and plans for the composition, operation and maintenance of the Canadian Coast Guard Fleet, which provides shipping with ice-breaking and ice-escort services, and gives support to other functions, such as aids to navigation, and participates in research and sea rescue activities.

Standard instructions pertaining to all activities of the ships and other components of the Canadian Coast Guard fall under Fleet Systems responsibility.

### Manuals

- Canadian Coast Guard Fleet Logistic Instructions
- Eastern Arctic Sealift Co-ordination Plan: Eastern Arctic Sealift
- Canadian Coast Guard Fleet Orders
- Procedural Manual for CCG Ship Refit, Repairs, Alterations and Additions and Drydocking
- Ship Activity Reporting System Manual, Amendment No. 1
- Canadian Coast Guard Shipboard Helicopter Information and Procedures Manual
- Guide to the Inspection of the Supply Function in Ships of the Canadian Coast Guard in which a Logistic Officer is Borne by Complement
- Canadian Coast Guard Arctic Operation Order

## Search and Rescue

The branch develops, maintains, and ensures the efficient operation of facilities and services to minimize loss of life and personal injuries in the marine environment as a result of search-and-rescue incidents.

## Ship Safety

The branch develops and applies safety standards for the design, construction, operations and maintenance of ships and air-cushion vehicles, for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ship and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

### Manuals

- Guide for Customs Officers — *Canada Shipping Act*
- Standards for Radio Installations and Related Equipment, 1981
- Standard Marine Navigational Vocabulary
- Ship Safety Electrical Standards
- Structural Fire Protection Standards
- List of Approved Products: Hulls Inspection and Standards
- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage
- Marine Automation Standards, Standards for Remote and Automated Control Systems in Ships
- Examination and Certification of Masters and Mates (Publication Examination — 1979 ed.)
- Equivalent Standards for Fire Protection of Passenger Ships
- Guide to Helicopter/Ship Operations
- TERMPOL Code (2nd edition) Code of Recommended Standards for the Safety and Prevention of Pollution for Marine Transportation Systems and Related Assessment Procedures

## Emergencies

The branch is involved in clean-up of pollution from shipping and acts as a resource agency for marine pollution incidents from other sources. It evaluates, acquires, and maintains the Coast Guard's pollution countermeasures equipment and regularly provides exercises for the Coast Guard and other personnel.

### Manuals

- National Training Plan: Coast Guard Emergencies
- Arctic Marine Emergency Plan
- National Marine Emergency Plan

## SURFACE TRANSPORTATION

### Administration

The administrator directs the formulation and implementation of surface transportation policies and programs, and manages all operational, developmental, and regulatory activities of Transport Canada relating to surface transportation. It is also responsible for the operation of the Motor Vehicle Test Centre at Blainville, Québec.

The administration is divided into five directorates: highway transportation and surface policy; road safety and motor vehicle regulation; water transportation assistance; railway and grain transportation; and railway passenger transportation.

Information about any of these directorates may be obtained from

Office of the Administrator  
Canadian Surface Transportation Administration  
Department of Transport  
Place de Ville  
Ottawa, Ontario  
K1A 0N5

## Highway Transportation and Surface Policy

This directorate develops, implements and monitors policies and programs affecting the surface modes of transport, and in particular those to improve the capability and efficiency of highway transportation. It also develops and implements urban transportation policies and programs and administers the *Railway Relocation and Crossing Act* as it pertains to the Department.

## Road Safety and Motor Vehicle Regulation

This directorate co-ordinates federal government activities in motor vehicle and traffic safety in order to reduce deaths, severity of injuries, health impairment, property damage, and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs, and participation in co-operative federal-provincial road safety programs.

## Water Transportation Assistance

This directorate establishes policies, plans and programs for all aspects of water transportation assistance and associated services, over inland and coastal waters as required by the federal government.

## Railways and Grain Transportation

This directorate initiates, develops, implements and monitors policies and programs for the grain transportation and handling system, and for the improvement of the capability, efficiency and safety of railway systems.



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### Railway Passenger Transportation

This directorate initiates, develops, implements and monitors policies and programs to improve the capability and efficiency of the railway passenger program.

### Finance and Administration Division

This division co-ordinates financial, administrative and planning functions for the Surface Administration and, administers private rail cars for government.

### Classes of Records

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DOT/PPD-005 *Formerly Identified as:* TC-10

#### Strategic Planning

*Description:* Information on the co-ordination and functional direction of the main planning activities within the Department, the periodic review of departmental objectives, preparing national and regional multimodal transportation forecasts, ensuring an adequate transportation database for the Department, and providing an economic analysis capability.

DOT/PPD-010 *Formerly Identified as:* TC-20

#### Policy Studies

*Description:* Information on policy development services and advice on multimodal transport issues, monitoring and analyzing transport systems, formulating system strategies and proposals for government action as appropriate, and ensuring an adequate level of university-based transport research and education programs.

DOT/COD-015 *Formerly Identified as:* TC-30

#### Conferences and Committees

*Description:* Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. *Topics:* Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., OECD, ECMT, ECE, UNCTAD). *Retrievability:* Files arranged by subject or name of committee; government; governmental department or agency; organization.

DOT/COD-020 *Formerly Identified as:* TC-40

#### Transportation of the Handicapped

*Description:* Information on activities related to the implementation of the federal policy on transportation of disabled persons; development of accessibility standards for all modes of transport; research and development; Minister's Advisory Committee on Transportation of the Handicapped. *Topics:* Federal policy on transportation of disabled persons; accessibility standards; amendments to the *Canadian Human Rights Act*; vehicle identification; paratransit services.

DOT/COD-025 *Formerly Identified as:* TC-50

#### Crown Corporations

*Description:* Information on the Crown corporations, their components and subsidiaries, corporate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. *Topics:* Transport Canada Crown corporations; subsidiaries; acquisitions; financing; corporation plans; legislation.

DOT/COD-030 *Formerly Identified as:* TC-60

#### Appeals from CTC Decisions

*Description:* Information on individual appeals filed with the Minister of Transport, and petitions filed with the Governor-in-Council concerning Canadian Transport Commission decisions, pursuant to

Sections 25 and 64 of the *National Transportation Act*. *Topics:* Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council.

DOT/TDG-035 *Formerly Identified as:* TC-70

#### Dangerous Goods

*Description:* Information on policies, regulations, education programs and administrative matters relating to the transportation and handling of dangerous goods. *Topics:* Dangerous Goods Code and Regulations; regulated commodities; engineering and safety standards; type of packaging; nature and application of permit; enforcement; training and certification; awareness and information; CANUTEC; evaluation and analysis; liaison and agreements; committees and task forces; advisory board; education programs; inspections; commodities.

DOT/RDD-040 *Formerly Identified as:* TC-80

#### Research and Development

*Description:* Information dealing with departmental, federal, sectoral and international transportation research and development policies and programs. *Topics:* Government policies affecting research and development in transport; microelectronic applications; transportation of dangerous goods; aeronautics; Arctic marine and ice-related technology; alternative fuel use in automotive, rail and marine applications; rail freight and rail passenger; highway; urban transit technologies; transportation of the disabled; and energy programs.

DOT/DSE-045 *Formerly Identified as:* TC-90

#### Legislation

*Description:* Information on all legislation, federal, provincial, municipal or foreign, to which the Department is subject and which it must implement.

DOT/DSE-050 *Formerly Identified as:* TC-100

#### Access to Information and Privacy; Human Rights; Paperburden Reduction

*Description:* Institutional policies and procedures concerning information on access to departmental records, the protection of the privacy of individuals, human rights, and the paperburden reduction program. *Topics:* Access to departmental records; access to personal records; human rights; paperburden reduction.

DOT/DSE-055 *Formerly Identified as:* TC-110

#### Parliamentary Affairs

*Description:* Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; special committee of council; Standing Joint Committee on regulations and other statutory instruments.

DOT/DSE-060 *Formerly Identified as:* TC-120

#### Regulatory Activities

*Description:* Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. *Topics:* Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; regulations held on microfiche.

DOT/DSE-065 *Formerly Identified as:* TC-130

#### Emergency Planning and Operations

*Description:* Information on policy, procedures and briefings, including inter-departmental, inter-governmental and NATO crisis management activity. *Topics:* Transport Canada Emergency Book; emergency information.



# DEPARTMENT OF TRANSPORT

DOT/AAN-070 *Formerly Identified as:* TC-140

## Air Navigation Requirements

*Description:* Information on air navigation systems and aids that are installed, maintained, fixed, repaired, replaced and operated by the Department. *Topics:* Aerodromes; aeronautical charts and publications; aeronautical research and development; airport approach aids; airport design; airspace organization and procedures; aviation weather; flight inspection; meteorology; navigation aids.

DOT/DAT-075 *Formerly Identified as:* TC-150

## Air Traffic Services

*Description:* Information on research, development, implementation, and maintenance of national policies, systems and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace. *Topics:* Area control; airport control; terminal control; information and supplementary services; research and development. *Retrievability:* Files arranged by subject and geographically by site and oceanic codes or areas. *Storage Medium:* EDP systems.

DOT/DFS-080 *Formerly Identified as:* TC-160

## Facility Engineering and Systems Development

*Description:* Information on the establishment, operation, and maintenance of stations and systems that provide communications and electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. *Topics:* Establishment; construction; operation; maintenance; services; building site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Retrievability:* Files arranged by subject, and geographically by site codes. *Storage Medium:* EDP systems and microfilm.

DOT/AAA-085 *Formerly Identified as:* TC-250

## Airports

*Description:* Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, and operation of airports; site acquisition, including environmental considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; policing and security; fire protection and rescue; and catering and messing. *Storage Medium:* EDP systems and microfilm.

DOT/FSD-090 *Formerly Identified as:* TC-260

## Flight Operations

*Description:* Information on types of aircraft operated by the Department. *Topics:* Flight operations; technical services; quality assurance; training and systems safety.

DOT/DLC-095 *Formerly Identified as:* TC-170

## Air Traffic Operations (5250 Block)

*Description:* Information on the development of policies, rulings, and rates for air carriage of freight, mail, and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. *Topics:* Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. *Retrievability:* Files are arranged by subject, airline company, flying club, or school.

DOT/DLC-100 *Formerly Identified as:* TC-180

## Aircraft (5008)

*Description:* Information on aircraft inspections, operations, types of aircraft. *Topics:* Registration, inspection and operation. *Retrievability:* Files arranged by subject and aircraft markings. *Storage Medium:* EDP systems and microfilm.

DOT/DLC-105 *Formerly Identified as:* TC-190

## Examinations and Certificates (5802)

*Description:* Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers. *Topics:* Licensing standards; examinations; certificates; air pilots; flight engineers; flight navigators; aircraft maintenance engineers; air traffic controllers. *Retrievability:* Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers, or applicant for licences. *Storage Medium:* EDP systems and microfilm.

DOT/DAB-110 *Formerly Identified as:* TC-200

## Civil Aeronautical Products — Safety and Approval

*Description:* Information on aircraft dealers, types and specifications, tests and approval of aircraft material and equipment. *Topics:* Type of aircraft; type of engine; material and equipment by aircraft dealers, certificates of airworthiness for aircraft and parts. *Retrievability:* Files are arranged by individual company and aeronautical product.

DOT/DSP-115 *Formerly Identified as:* TC-210

## Aviation Safety (5002)

*Description:* Information on the administration of national air transportation safety programs. *Topics:* Safety promotion projects such as amateur-built aircraft; survival and rescue surveys; application; posters. *Retrievability:* Files arranged by subject and project.

DOT/DAX-120 *Formerly Identified as:* TC-220

## Aviation Security (5172, 5204, 670 — confidential files)

*Description:* Information on airport security and policing. *Topics:* Access to Canadian airports; dangerous, prohibited and restricted areas; enquiries; designation of security officers; emergency communications; detection; devices and systems; foreign agreements; National Air Transportation System. *Retrievability:* Files arranged by subject and investigation.

DOT/DEL-125 *Formerly Identified as:* TC-230

## Enforcement Policy and Procedures

*Description:* Information on enforcement policy, procedure, case histories, air regulations and air navigation orders. *Topics:* Air regulations; air navigation orders; enforcement cases. *Retrievability:* Files arranged by subject and enforcement case.

DOT/DAM-130 *Formerly Identified as:* TC-240

## Aviation Medicine (5320 Block, 5802 Series)

*Description:* Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. *Topics:* First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel. *Retrievability:* Files arranged by subject and name. *Storage Medium:* EDP systems and microfilm.

DOT/MPH-135 *Formerly Identified as:* TC-270

## Harbours and Ports

*Description:* Information on the establishment, administration, development, operation and maintenance of ports and harbours, including the establishment and collection of user charges. *Topics:* Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; returns and refunds. *Retrievability:* By subject and geographic name of harbour or port.

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DOT/MPH-140 *Formerly Identified as:* TC-290

### **Wharves**

*Description:* Information on the administration, operation and maintenance of marine facilities under the jurisdiction of the ports and harbours branch, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; inspections and wharf-owners.

DOT/MPC-145 *Formerly Identified as:* TC-300

### **Marine Pilotage**

*Description:* Information on by-laws, regulations, standards, pilotage authorities, accounts, boats and launches. *Topics:* By-laws; regulations; standards; pilotage authorities; accounts; boats and launches. *Retrievability:* By subject and Pilotage Authority.

DOT/MCI-150 *Formerly Identified as:* TC-510

### **Marine Casualties and Accidents**

*Description:* Information on casualties and accidents, investigations, reports, cargoes, and wrecks. *Topics:* Rules; regulations, casualty statistics; cargo and equipment losses; investigations; reports, collisions, groundings; foundering. *Retrievability:* Files arranged by subject, names of vessels and areas of occurrence. *Storage Medium:* EDP systems.

DOT/MAW-155 *Formerly Identified as:* TC-310

### **Aids to Navigation — Marine**

*Description:* Information on the establishment, operation and maintenance of fixed and floating marine navigation aids. *Topics:* Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts and vessel traffic management. *Storage Medium:* EDP systems and microfilm. *Retrievability:* By subject and geographic site.

DOT/MAW-160 *Formerly Identified as:* TC-320

### **Navigable Waters — Protection**

*Description:* Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of buildings and works; designation of navigable waters. *Retrievability:* Files arranged by subject, individuals or companies, geographic location, type of building or works. *Storage Medium:* Microfilm.

DOT/MAW-165 *Formerly Identified as:* TC-330

### **Waterways**

*Description:* Information on water levels and gauges, St. Lawrence waterways and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence ship channel.

DOT/MAW-170 *Formerly Identified as:* TC-340

### **Navigable Waters — Obstructions**

*Description:* Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; bridges; cribworks; sunken piers; logs; rafts and lumber; shoals; wrecks and derelicts. *Retrievability:* Files arranged by subject, individual, company, geographic location, type of obstruction or names of derelicts or wrecked vessels.

DOT/MTE-175 *Formerly Identified as:* TC-350

### **Telecommunications and Electronics — Marine**

*Description:* Information on the establishment, operation and maintenance of stations and systems that provide communications and electronic navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security and frequencies. *Retrievability:* Files arranged by subject, geographical

location and name of Coast Guard ship. *Storage Medium:* EDP Systems and microfilm.

DOT/MFS-180 *Formerly Identified as:* TC-360

### **Ships — Canadian Government**

*Description:* Information on the operations, functions and services performed by the Canadian Coast Guard fleet, such as northern supply operations, support to aids to navigation and search-and-rescue. This includes information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation; accidents and damage claims; fuel; movements; provisioning; repairs and inspections. *Retrievability:* Files arranged by subject and name of Coast Guard vessel.

DOT/MSR-185 *Formerly Identified as:* TC-370

### **Search and Rescue — Coast Guard**

*Description:* This class covers information relating to search and rescue operations, and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment and supplies. *Retrievability:* Files arranged by subject, and geographically by name of lifesaving station.

DOT/MSR-190 *Formerly Identified as:* TC-380

### **Ice Operations — Coast Guard**

*Description:* Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. *Topics:* Icebreaking; ice reporting; ice escorting; International Ice Patrol; methods and equipment.

DOT/MSS-195 *Formerly Identified as:* TC-390

### **Harbours and Ports — Cargo Loading**

*Description:* Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. *Topics:* Rules and regulations; reports and returns; and appointments of surveyors and port wardens.

DOT/MSS-200 *Formerly Identified as:* TC-400

### **Ships' Officers and Seamen**

*Description:* Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Retrievability:* Files arranged by subject and names of ships' officers and seamen. *Storage Medium:* EDP systems.

DOT/MSS-205 *Formerly Identified as:* TC-410

### **Navigation and Seamanship**

*Description:* Information on navigation, seamanship. *Topics:* Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, and apparatus and equipment.

DOT/MSS-210 *Formerly Identified as:* TC-420

### **Control of Shipping**

*Description:* Information on the control of shipping, including the coasting trade, and small boats. *Topics:* Coasting trade; freight movements; commodities; marine irregularities; merchant marine; Park Steamship company; and small boats.

DOT/MSS-215 *Formerly Identified as:* TC-430

### **Ships — Registration and Licensing**

*Description:* Information on the registration and licensing of ships other than small vessels. *Topics:* Ports of registry; ships registered and ships licensed. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP Systems.

DOT/MSS-220 *Formerly Identified as:* TC-440

### **Ships — Inspection**

*Description:* Information on inspection, regulations and procedures, including small vessel inspection, and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity



## DEPARTMENT OF TRANSPORT

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and horsepower plates. *Retrievability:* Files arranged by subject and names of small vessels.

DOT/MSS-225 *Formerly Identified as:* TC-450

### **Ships, Inspection — Appliances and Equipment**

*Description:* Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; lifesaving equipment and materials used in construction of ships. *Storage Medium:* Microfilm.

DOT/MSS-230 *Formerly Identified as:* TC-460

### **Ships, Inspection — Safety**

*Description:* Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; and load lines. *Retrievability:* Files arranged by subject and names of ships.

DOT/MSS-235 *Formerly Identified as:* TC-470

### **Ships, Inspection — Specific**

*Description:* Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries, drilling rigs, ships, ships' tackle and survey reports. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP systems.

DOT/MSS-240 *Formerly Identified as:* TC-480

### **Air Cushion Vehicles (ACV)**

*Description:* Information on all aspects of air cushion vehicles. *Topics:* Regulations; registration; licensing; certification; inspection; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. *Retrievability:* Files arranged by subject, names of personnel, and name, type and registration mark of ACV. *Storage Medium:* EDP systems.

DOT/MSS-245 *Formerly Identified as:* TC-490

### **Ships — Measuring and Surveying**

*Description:* Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors, and agreements with other countries.

DOT/MSS-250 *Formerly Identified as:* TC-500

### **Pollution**

*Description:* Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods and equipment.

DOT/DSH-255 *Formerly Identified as:* TC-520

### **Highways**

*Description:* Information on policies, studies and objectives for the provision, regulation and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highway economics; engineering; construction and operations. *Retrievability:* Files arranged by subject, name of project or highway, or geographical location.

DOT/DSH-260 *Formerly Identified as:* TC-530

### **Motor Carriers**

*Description:* Information on interprovincial and international motor carrier industry, intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; and studies.

DOT/DSH-265 *Formerly Identified as:* TC-540

### **Bridges and Tunnels**

*Description:* Information on policies, studies and objectives on the provision, regulation and management of international bridges and tunnels, and federal-provincial collaboration in international bridge and tunnel projects.

DOT/DSH-270 *Formerly Identified as:* TC-590

### **Surface Transportation Policy**

*Description:* Information on policies and programs affecting the various modes of surface transportation. *Topics:* Multimodal transportation; urban transportation; railway relocations; and grade separations.

DOT/DTS-275 *Formerly Identified as:* TC-550

### **Road Safety and Motor Vehicle Regulation**

*Description:* Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards, and safety regulations, management of the Motor Vehicle Test Centre and fuel economy programs. *Topics:* Road safety and motor vehicle regulation; countermeasures development; accident and defect investigations; public complaints; recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. *Retrievability:* Files arranged by subject, project, company and safety standard. *Storage Medium:* EDP systems, test film, microfilm, and video tape.

DOT/DWD-280 *Formerly Identified as:* TC-560

### **Surface Transportation — Water Transportation Assistance**

*Description:* Information on policies and programs for the administration of subsidies to ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs.

DOT/DRG-285 *Formerly Identified as:* TC-570

### **Railways and Grain**

*Description:* Information on railway operations and design, regulations, freight transportation, capacity, grain transportation and handling. *Topics:* Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; and terminals. *Retrievability:* By subject, project and location.

DOT/DRP-290 *Formerly Identified as:* TC-580

### **Railway Passenger Services**

*Description:* Information on railway passenger services and systems in Canada. *Topics:* Passenger services, VIA Rail. *Retrievability:* By subject and project.

## Deleted Classes of Records

TC-280 Harbours Under Commission



# **TREASURY BOARD (SECRETARIAT)**

## **Chapter 100**

# TREASURY BOARD (SECRETARIAT)

## TREASURY BOARD (SECRETARIAT)

(TBS)

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485 Payroll Deductions  
490 Public Service Staff Relations Act  
495 Reference of Questions of Law or  
Jurisdiction  
500 Separate Employers  
505 Statistics and Surveys  
510 Systems Application and Evaluation  
515 Training and Communications

## PROGRAM BRANCH

(PRB)

525 Government of Canada  
530 Government Policy  
535 Planning  
540 Effectiveness Evaluation  
545 Decentralization  
550 Budget Co-ordination  
555 Departmental Programs and  
Activities  
560 Privatization  
565 Interdepartmental Task Force on  
Crown Corporation Legislation  
570 Crown Corporations, and  
Agencies

ACCESS TO INFORMATION  
CO-ORDINATOR  
TREASURY BOARD OF  
CANADA SECRETARIAT  
L'ESPLANADE LAURIER  
9TH FLOOR, EAST TOWER  
300 LAURIER AVENUE WEST  
OTTAWA, ONTARIO  
K1A 0R5



# TREASURY BOARD (SECRETARIAT)

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## Background

The Treasury Board is a committee of the federal Cabinet. Its President is the chairman of the committee, and its members include the Minister of Finance and four other Cabinet Ministers who are appointed by the Governor-in-Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966, when it became a separate institution.

## Overall Responsibilities

The Board's responsibilities, as set out in the *Financial Administration Act*, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the *Official Languages Act* within the Public Service and serves as the employer for negotiating federal Public Service collective agreements under the *Public Service Staff Relations Act*.

## Organization

The Treasury Board is served in these functions principally by the Treasury Board Secretariat, which is divided into five branches: program, personnel policy, staff relations, administrative policy and official languages. In addition, there are three offices — the Office of the Secretary, the Communications Division and the Submission Control Unit.

The Secretary is the deputy minister, who directs the work of the institution. He advises the President and the Board on all areas concerning the organization and management of the Public Service under the Board's jurisdiction. The Office of the Secretary is also responsible for the co-ordination of requests received under the *Access to Information Act* and *Privacy Act* for information held by the Treasury Board Secretariat.

The Communications Division provides the President, the Secretary and the five branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Board. Submissions are departmental requests for program expenditure or administrative personnel or other authorities that the Treasury Board is empowered to grant. The unit maintains files on past decisions of the Board.

## Access Procedures

All requests for information under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator  
Treasury Board of Canada Secretariat  
L'Esplanade Laurier, 9th Floor, East Tower  
300 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R5  
Telephone: (613) 990-0440

## Administrative Policy Branch

The branch is responsible for the development, implementation and monitoring of policies, regulations and suggested practices in a wide range of administrative matters. These policies pertain to activities of the Government of Canada in areas of real property, materiel, employee services, information management, and regulatory reform. Their purpose is to ensure honesty and prudence in the acquisition and use of administrative inputs throughout the Public Service and to

guide departmental managers in the efficient and effective use of resources in support of departmental programs.

The branch is also responsible for both the Incentive Award Board Secretariat, which administers the Incentive Award Program for the Public Service, and the Common Services Review Board Secretariat, which supports an independent advisory committee providing advice on the resolution of Common Services issues.

## Manuals

- Administrative Policy Manual — outlines government policy on real property, materiel, services, information management, and general administrative services

## Policy Development and Revision Division

This division is responsible for all administrative policy development and revision in the areas of real property and accommodation, procurement, materiel, services, information management, communications and the Federal Identity Program. Officers of the division also draft regulations, directives and guidelines for the use of government institutions and assist government institutions generally in organizing themselves for implementation of the *Access to Information Act* and *Privacy Act*.

## Policy Implementation and Review Division

This division provides advice on the implementation of administrative policies and review of Treasury Board submissions in the areas of materiel, services, information, real property and accommodation. It is also responsible for monitoring departmental implementation of administrative policies and matters relating to access to information and privacy.

## Planning and Evaluation Division

This division is responsible for the Administrative Policy Manual. It provides advice on policy implementation mechanisms, develops and co-ordinates the branch's management information systems, and provides planning and analytical support to the branch. Policy evaluation is a primary function of this division, as is the Technical Advisory Group, which assists departments and agencies in carrying out socioeconomic impact studies on all new major government regulations in the areas of health, safety and fairness.

## Office of the Co-ordinator, Regulatory Reform

This office was established to advise the President of the Treasury Board of Canada on regulatory reform matters and to assist in the administration and co-ordination of the government's regulatory reform program, approved by Cabinet in October 1980. The reform program focuses on three areas: legislative review and housecleaning; reform of regulatory processes; and deregulation of selected industries or activities.

## Official Languages Branch

This branch develops and communicates government policies and programs for the application of the *Official Languages Act* within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown corporations, and to monitor, audit and evaluate their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of

## TREASURY BOARD (SECRETARIAT)

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departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; monitoring the overall progress of the Public Service towards the achievement of official languages objectives; managing the Official Languages Information System (OLIS); consulting employee representatives through the Official Languages Committee of the National Joint Council; and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service.

The branch is also responsible for informing federal employees and other interested parties on the *Official Languages Act* and the government's official languages policies and programs.

To carry out its mandate, the branch is divided into a secretariat and three divisions: operations, policy, and evaluation and audit.

### Secretariat

The secretariat provides controls, co-ordination and support services to organizational elements of the branch in the areas of manpower and financial resources; processes departmental submissions; develops and publishes the Branch Operations Manual; and monitors the service-wide costs of official languages programs.

The secretariat also has a documentation and reference centre to provide a quick, up-to-date information service to the branch, departments, agencies and corporations as well as to the general public on matters related to the *Official Languages Act* and government policies and programs on official languages.

### Operations Division

The division advises departments and agencies on the implementation of official languages programs, which includes the preparation of annual plans and progress reports. It also analyzes these and other submissions to the Secretariat from departments, and on the basis of its analysis recommends acceptance, modification or rejection of the submissions. The division analyzes and interprets policy, particularly program operations policy in departments. It is divided into three groups; each is responsible for a specific number of departments, agencies and corporations.

### Policy Division

The division formulates and systematically interprets the government's official language policies; analyzes major issues arising as a result of the application of these policies in various departments; formulates proposed policy amendments or revisions; and prepares major reviews and assessments of the impact of these policies, which include an annual report to Cabinet. These functions also include participation in the analysis of annual departmental plans to determine their consistency with current policies.

The division undertakes extensive liaison with other branches and central agencies to ensure the co-ordination of the official languages policies with other related personnel or language policies. It is divided into two groups: Policy Interpretation and Adjustment, and Policy Analysis.

### Evaluation and Audit Division

This division defines appropriate indicators of program performance; analyzes data collected through the Official Languages Information System, other reporting media, analysts and audit team observations; conducts special studies; and examines trends and program effectiveness. The audit function consists of monitoring the information system data and ensuring compliance with policies through on-site audits in various departments and agencies; corrective measures are recommended where necessary.

The division also plans and establishes the systems and procedures required to give effect to government policies and to evaluate their implementation effectiveness. It is divided into three groups: Evaluation and Special Studies, Audit, and Procedures.

#### Manuals

- Official Languages Branch Manual
- Official Languages Administrative System Manual (OLAS), Vols. 2 and 3
- Language Training Input Manual
- Language Training Output Manual
- Treasury Board Circulars Relating to Official Languages, Vols. 1 and 2
- Official Languages Distribution Lists Manual
- Audit Guide on Official Languages

### Personnel Policy Branch

The role of this branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The branch's specific areas of responsibility include general personnel management; classification, pay and human resource information system; human resources; and planning, evaluation and policy development.

#### Manuals

- Personnel Management Manual

### Human Resources Division

The division develops and implements personnel policies and activities to ensure that the Public Service is as representative of the Canadian population as is possible and that women, indigenous people, the disabled, visible minorities and other designated groups have equality of access to jobs and opportunity for advancement in the federal Public Service. The division also supports the principle of daycare services for children of public servants. It develops and evaluates affirmative action techniques and models and advises departments on their application. It also acts as consultant to departments on the training, development, monitoring and evaluation of quality of worklife projects, and ensures the human element is considered as new technologies and productivity improvements are introduced. The division develops human resource planning policy to help government acquire and maintain a productive workforce. The division ensures the development and dissemination of training policies needed to develop human resources. It also co-ordinates human rights issues and administers the personal harassment policy which aims to correct this problem within the Public Service.

### General Personnel Management Division

The division develops and advises departments on policies and programs in the areas of pensions, benefits and universally applied allowances; compensation, classification, complement control, and working conditions for the management category and excluded groups; work force adjustment; performance review and employee appraisal; personnel administrator development; and occupational health and safety. The division provides advice on organizational issues of concern to the Treasury Board, and also provides co-ordination and advisory services to the branch in such areas as legislation, authorities and policies, in addition to administering the Personnel Management Manual.



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## Manuals

- Personnel — A Manager's Handbook
- Handbook on Occupational Health and Safety
- Personnel Management Manual

## Classification, Pay and Human Resource Information Systems Division

The division provides advice on organizational issues of concern to the Treasury Board; reviewing, developing and maintaining classification policies and procedures; co-ordinating training programs in the areas of classification and staff relations; processing of complaints filed under the equal pay provisions (Section II) of the *Canadian Human Rights Act*; recommending policies and implementing the personnel management information system; recommending and implementing policies for pay systems and co-ordinating pay administration in the Public Service.

### Manuals

- Pay Administration Manual
- Data Element Dictionary
- Lexicon of Terms and Definitions Relating to Personnel

## Planning, Evaluation and Policy Development Division

The division co-ordinates and develops with specialist divisions of the branch and through the branch management team, the revision, establishment and integration of the various personnel policy elements into a balanced and cohesive government-wide system of personnel policy. It reviews the design integrity and effectiveness of the total Public Service personnel policy system and develops new approaches to personnel policy, practice or procedure for an effective and responsible personnel policy system. The division also manages the Temporary Assignment Program (TAP).

## Staff Relations Branch

The branch is responsible for conducting labour negotiations on the employer's behalf in the federal Public Service as described in Schedule I, Part I, *Public Service Staff Relations Act* (PSSRA); and, in the process, for carrying out consultations with unions at the national level and in the National Joint Council; and for engaging in effective two-way communication with departmental management. The branch conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, grievances and adjudication, certification, and employee-employer relations training. It is also responsible for compensation analysis for groups subject to collective bargaining, compensation determination for the Canadian Forces and the RCMP, and the conduct of various research, analytical and statistical services for the Personnel Policy Branch (PPB).

### Manuals

- Index of Adjudication Decisions
- Index of Managerial and Confidential Exclusions
- Negotiations and Settlement Report

## Program Branch

The branch is responsible for the following functions

- the provision of analyses and recommendations to the Treasury Board to assist it in decisions on departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions; the records on submissions other than operational plans and estimates are maintained by the Submission Control Unit;

- the provision of support to the President of the Treasury Board in his capacity as a member of every Cabinet committee, in the form of information and advice on departmental submissions to Cabinet; and the operation of the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis);
- the production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning Committee as part of its review of fiscal plans;
- the development and maintenance of systems and the issue of the instructions and directives necessary to meet the above requirements.

To fulfil these responsibilities, branch staff is required to maintain close working relationships with departmental managers and officials of the Department of Finance and the Privy Council Office.

### Manuals

- Policy and Expenditure Management System

## Budget Co-ordination Divisions

The Budget Co-ordination Divisions include the Estimates Division and Expenditure Analysis Division.

### Estimates Division

This division issues the manuals of instructions on the preparation of multi-year operational plan submissions. It compiles central records for estimates and operational plan submissions, Treasury Board Secretariat recommendations and decisions on those submissions. These central records form the main sources of information on government expenditures, commitments and plans. The division also keeps the accounts for expenditure allotments and for centrally financed votes.

The Estimates Division has a major operational role in the technical production of main and supplementary estimates, including advice to analysts in matters of vote wording, expenditure coding and allotment control. The division is also responsible for scheduling, preparing and documenting the *Estimates Act* and *Appropriation Act* and supporting the President at the tabling of these Acts and the related press conferences.

### Expenditure Analysis Division

The division is responsible for the central expenditure control function that the branch carries out on behalf of the government. Periodic detailed projections of government spending based on alternative economic and government policy scenarios are prepared in co-operation with the program divisions; analyses of historical and projected future spending patterns are then submitted for Cabinet consideration. Once the expenditure framework has been established, the division is responsible for monitoring subsequent Treasury Board, Cabinet Committee and Cabinet decisions with expenditure implications, changes in the forecast requirements for statutory programs, and the effects of any special spending control initiatives such as expenditure reductions or directed lapses. The division prepares weekly reports for the Treasury Board and the policy committees of Cabinet on the status of expenditure commitments within the approved framework and on expected total outlays for the current and future years. These records are maintained on an "envelope" basis (corresponding to particular policy sectors) as well as at the aggregate level. The above-mentioned central expenditure control duties require a close working relationship with the Department of Finance (particularly the Fiscal Policy Division),



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Social Development, and the Secretariats of the Privy Council Office, which support the policy committees.

The division co-ordinates special branch activities that cross program division lines, in particular, advice to the President of the Treasury Board and the Minister of Finance on expenditure issues relating to the annual fiscal planning exercise, which entails the collection, consolidation and analysis of detailed information or recommendations from the Program Divisions; the presentation of alternatives for consideration; and analysis and comparison of provincial and international expenditure trends. The division also prepares all related Cabinet documents and the Government Expenditure Plan "Part I" which is tabled with the estimates. It supports the President at the tabling of these estimates and the related press conferences.

The division designs, develops, implements and operates electronic data processing systems to management specifications. These systems are based on the budgetary cycle of operational plan and reviews of estimates and other controls or analytical requirements of the branch.

### Program Divisions

The Program Divisions are responsible for assessing the resource implications of departmental policies and programs and for providing advice on these subjects to the secretary, the President and the Treasury Board.

The divisions also communicate to departments the policies, directives and decisions emanating from the Treasury Board that affect the use and level of resources and monitor the implementation of the decisions as required. Interdepartmental consultation on policy and program proposals to avoid duplication of effort or conflicts in mandates is also initiated by these divisions.

The specific responsibilities of the Program Divisions include

- analysis of the multi-year operational plan submissions from departments and agencies and the development of recommendations on the allocation of resources;
- analysis of and advice on departmental submissions to the Board, which include requests for additional financial or personnel resources, proposals for the classification of accounts, authority to levy fees, and approval of specific capital projects (records on these submissions are maintained by the Submission Control Unit);
- analysis of Cabinet documents, including the preparation of briefing material and recommendations for the President of the Treasury Board;
- participation in interdepartmental meetings on the development or implementation of government policies and programs;
- monitoring of the implementation of government policies and programs by departments;
- assessment of the efficiency of departmental programs and operations;
- co-ordination of resource proposals between departments and agencies as required to minimize duplication and to ensure, where possible, that appropriate interdepartmental consultation has taken place before proposals are placed before Ministers; and
- maintenance of liaison with the Privy Council Office, the Department of Finance, the Office of the Comptroller General and other agencies as well as other branches of the Secretariat in the discharge of their responsibilities.

### Crown Corporations Directorate

The directorate was created to act as the focal point within the central agencies for the government's relations with Crown corporations and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

It was established through the integration of the resources responsible for Crown corporations activities in the government finance division of the Department of Finance and the Crown corporations division of the Treasury Board Secretariat.

This new directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the assistant deputy minister, Economic Programs and Government Finance Branch, and to the deputy secretary, Program Branch, Treasury Board Secretariat.

The directorate has primary responsibility for advising the President and the Treasury Board on the financial requirements of Crown corporations and their subsidiaries and for the development of policy (and legislation) governing Crown corporations in general.

Specific responsibilities of the division include

- the provision of advice and recommendations to the President and the Treasury Board on estimates and other submissions to the Board on Crown corporations;
- the provision of advice and recommendations to the President and the Treasury Board on the operating budgets, capital budgets and corporate plans of Crown-owned corporations;
- the analysis of Cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Board;
- the development of policy (and, periodically, legislation) on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and
- the undertaking of special projects from time to time at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

### Classes of Records

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TBS/SEC-005 *Formerly Identified as:* NO REFERENCE  
**Access Requests (New)**

*Description:* Requests under the *Access to Information Act* to access records under the control of Treasury Board Secretariat; replies to such requests; relevant information to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-010 *Formerly Identified as:* NO REFERENCE  
**Privacy Act Requests (New)**

*Description:* Requests under the *Privacy Act* to access records under the control of the Treasury Board Secretariat; replies to such requests; information relevant to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-015 *Formerly Identified as:* NO REFERENCE  
**Treasury Board Submissions (New)**

*Description:* Departmental submissions to the Treasury Board of Canada. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada meetings.

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TBS/APB-025 *Formerly Identified as:* TB-10

### **Administrative Policy**

*Description:* General information on the development, implementation, and monitoring of policies, regulations and suggested practices on a wide range of administrative matters. *Topics:* Administrative Policy Manual — manual distribution, real property, materiel, services, information management; banking; departmental role issues; Expo 86 activities — construction, essential services, federal presence, Canada Harbour Place Corporation, federal organization, legislation; planning and evaluation; refunds and remissions; restraints on administrative expenditures; Treasury Board Senior Advisory Committee (TBSAC); *Access to Information Act* and *Privacy Act*. *Retrievability:* The files are arranged by subject, group, department, agency, province, and territory as required.

TBS/APB-030 *Formerly Identified as:* TB-20

### **Common Services**

*Description:* Information on services provided by a central organization in support of the programs of departments or agencies. *Topics:* Exhibitions; photographic services; Common Services Review Board.

TBS/APB-035 *Formerly Identified as:* TB-21

### **Communications**

*Description:* Information on the development, revision and implementation of various government communications policies. *Topics:* Publishing; management of government advertising; special events; elimination of sexual stereotyping; expositions; visible and ethnic minorities.

TBS/APB-040 *Formerly Identified as:* TB-30

### **Conferences**

*Description:* Information on policy and guidelines for conferences and control of conference sponsorship and attendance. *Topics:* Conferences.

TBS/APB-045 *Formerly Identified as:* TB-40

### **Contracts**

*Description:* Information on the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases. In each category, there is a basic authorization level that applies to most departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. *Topics:* Contracting — bonds, securities, holdbacks, Commission of Inquiries and Royal Commissions; construction — dredging, projects, contract claims and disputes; contracting for goods; exception to Government Contract Policy Study; contracting for services — advertising and public relations, cleaning services, education and training, fee guidelines, films, television and theatre, former government officials, health and medical services, personal service contracts, protection services, reporting requirements, transportation services; contracting — liaison with associations; contracting — science and technology; contracting — tenders; Treasury Board Advisory Committee on Contracts (TBACC).

TBS/APB-050 *Formerly Identified as:* TB-41

### **Federal Identity Program**

*Description:* Information on the development, revision and implementation of government policy on the Federal Identity Program. *Topics:* Application and implementation — field survey; liaison — provinces and territories; visual identity — public information, signage, stationery and forms, transportation; implementation by government organizations; titles; official languages; symbols and applications.

TBS/APB-055 *Formerly Identified as:* TB-50

### **Information Management**

*Description:* Information on the implementation and evaluation of policies and guidelines on the management of data and information; also the equipment and systems required for the collection, processing and production of data and information. *Topics:* Information management — office automation; electronic data processing — committees — Advisory Committee on Information Systems, Government Electronic Data Processing (EDP) Standards Committee, liaison with departments, agencies and Crown corporations; outside practices — companies and firms; projects and studies — master plan; information banks; information technology and systems plans; telecommunications administration — annual reviews, standards, Telecommunications Advisory Committee (TAC); telecommunications administrative practices; corporate information management.

TBS/APB-060 *Formerly Identified as:* TB-60

### **Management Services**

*Description:* Basic research on techniques to improve administrative and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Consulting and professional services — architectural and engineering services contracts, central inventory of management consultants, consultants and consulting services, reports.

TBS/APB-065 *Formerly Identified as:* TB-70

### **Materiel Management**

*Description:* Policy information on the planning, acquisition and management of materiel, with emphasis on the acquisition of goods, the use and management of electronic data processing equipment, and the management of large capital projects. *Topics:* Materiel; clothing; materiel management — acquisition (lease or purchase), disposal, effectiveness, loans; motor vehicles — acquisition, administration and operations, policy evaluation; office equipment and supplies; office furniture and furnishings; Supply Advisory Committee; procurement review — Procurement Policy Advisory Committee (PPAC), Procurement Review Committee.

TBS/APB-070 *Formerly Identified as:* TB-110

### **Real Property**

*Description:* Information on government policy for the cost-efficient management of federal real property. *Topics:* Work environment, acquisition, use and disposal of real property — acquisition; leasing and licensing regulations, National Capital Region; cost control of projects; energy conservation; federal land management — transactions and Area-Screening Canada Program; food facilities; living accommodation charges; parking charges — departments, agencies and Crown corporations submissions, grievances, survey of core area parking.

TBS/APB-075 *Formerly Identified as:* TB-120

### **Risk Management**

*Description:* Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, and any resulting compensation or restoration. *Topics:* Compensation; restoration; underwriting.

TBS/APB-080 *Formerly Identified as:* TB-140

### **Relocation**

*Description:* Information on the relocation of employees, its cost to the public, and employer practices. *Topics:* Appointees; disposal and acquisition of accommodation; family separation and house-hunting trips; incidental expenses; shipment of effects; special applications — National Defence, Royal Canadian Mounted Police; special situations.



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TBS/APB-085 *Formerly Identified as:* TB-141

### Services

*Description:* Information on government policies for the cost-efficient provision of services in support of the programs of departments or agencies. *Topics:* Bid depositories; charitable campaigns; government vessels — aircraft operations and support, naval architectural and engineering support, Privy Council Office Task Force on Integration, sea and air operations; hospitality — gifts and mementos; metric screening services; taxis; temporary help services.

TBS/APB-090 *Formerly Identified as:* TB-150

### Travel

*Description:* Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. *Topics:* Accommodation; commercial transportation — commercial air; employee-driven vehicles — privately owned vehicles; exceptions to the policy; meals and incidentals; National Joint Council Committee; special travel situations; travel agencies.

TBS/APB-095 *Formerly Identified as:* TB-160

### Federal Government Accommodation

*Description:* Information on the design and construction of federal accommodation. *Topics:* Office accommodation — accommodation program of Public Works, departments, agencies and Crown corporations; Functional Space Standards Study; utilization reports; provision of accommodation and services.

TBS/APB-100 *Formerly Identified as:* TB-170

### Olympics

*Description:* Information on the Olympic Corporation; revenue-generating programs; federal involvement. *Topics:* Accommodation; activities; acts and legislation; briefing notes for Ministers; coins; committees; departments; agencies and Crown corporations; facilities; host broadcaster; Loto Canada; Olympic Lottery; operation of the Games; other games; other governments; quarterly reports; security; stamps.

TBS/APB-105 *Formerly Identified as:* TB-180

### Major Crown Projects

*Description:* Information on the planning, budgeting and execution of major Crown projects. *Topics:* Information on facilities and equipment projects with an estimated cost of at least \$100 million of public funds or projects of lesser value but of special significance.

TBS/APB-110 *Formerly Identified as:* TB-190

### Incentive Awards

*Description:* Information on persons employed in the Public Service who may be awarded for the outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. *Topics:* Long Service Award; Merit Award; Outstanding Achievement Award; Reporting; Resource Management Award; Senior Officer Retirement Certificate; Suggestion Award — Cash Awards, Liaison, Departments, Agencies and Crown corporations.

TBS/APB-115 *Formerly Identified as:* TB-200

### Information Policy

*Description:* Information on access to information and privacy, legal interpretations, liaison with other countries, libraries and service to the public.

TBS/APB-120 *Formerly Identified as:* TB-210

### Policy Development

*Description:* Information on the development and revision of government policy on public access to government records and personal information. *Topics:* Exemptions and exclusions; collection,

retention and disposal; use; disclosure; data sharing; social insurance numbers.

TBS/APB-125 *Formerly Identified as:* TB-220

### Acts and Regulations of Canada

*Description:* Information on acts, bills, regulations and related drafts, amendments and correspondence on access to information and privacy in Canada.

TBS/APB-130 *Formerly Identified as:* TB-230

### Committees

*Description:* Information on ad hoc committees; advisory committees, advisory councils, etc., on access to information and privacy, and information policy. *Topics:* Computer communications; information systems; technological change; records; EDP training and development; federal micrographics; justice and legal affairs; telecommunications and text processing.

TBS/APB-135 *Formerly Identified as:* TB-240

### Controls on Government Information Collection

*Description:* Information on the development and revision of government policy concerning the controls on government information collection. *Topics:* Statistical standards and review; paperburden controls.

TBS/APB-140 *Formerly Identified as:* TB-250

### Emergency Planning

*Description:* Information on the development and revision of government policy on emergency planning. *Topics:* Interdepartmental Committee on Emergency Planning (ICEP); Interdepartmental Exercise Control Committee (IECC).

TBS/APB-145 *Formerly Identified as:* TB-260

### Implementation of the Access to Information and Privacy Acts

*Description:* Information on preparations by government institutions for fulfilling the requirements of the *Access to Information Act* and *Privacy Act*, and on their experience in implementing the legislation. *Topics:* Meetings; briefings; workshops; projects; enquiries; contributions to the inventory of government information; quarterly reports.

TBS/APB-150 *Formerly Identified as:* TB-270

### Information Systems and Technology

*Description:* Information on the development and revision of government policy for information systems and technology. *Topics:* Micrographics; telecommunications; automated office technology; electronic data processing; forms management; mail and messenger services; records management.

TBS/APB-155 *Formerly Identified as:* TB-280

### Inventory of Government Information

*Description:* Information on the development of government policy and procedures for the preparation of a central inventory of government information to facilitate the production of the Access Register, Privacy Index, Bulletins, and in general to assist in the implementation of government information policies.

TBS/APB-160 *Formerly Identified as:* TB-290

### Security

*Description:* Information on the development and revision of government policy on security. *Topics:* Acts, bills, regulations and related drafts; amendments; correspondence; committees.

TBS/APB-165 *Formerly Identified as:* TB-300

### Office of the Co-ordinator, Regulatory Reform

*Description:* General information on the Office. *Topics:* Conferences; Departmental Inventory of Reform Activities, 1980; General Agreement on Technical Barriers to Trade; involvement of the Office of the Comptroller General in regulatory reform; press clippings;



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quarterly bulletins; Question Period; Royal Commission on Financial Accountability (Lambert Commission); telex files; overall work program on regulatory reform.

**TBS/APB-170** *Formerly Identified as:* TB-310

### **Agency Review**

*Description:* Information on the reform proposals and recommendations to Cabinet by the Privy Council Office Review Group on Regulatory Reform of Crown Agencies. *Topics:* Powers, control, accountability, regulatory procedures and appointment processes of Crown agencies, including regulatory commissions, administrative and appeal tribunals.

**TBS/APB-175** *Formerly Identified as:* TB-320

### **Assessment of Regulatory Initiatives**

*Description:* Information on prior assessment of new regulatory initiatives, including the existing Socio-Economic Impact Analysis (SEIA) program administered by the Treasury Board of Canada Secretariat; also examination of reform proposals and recommendations on the institution of a Regulatory Impact Analysis System (RIAS) for proposed regulatory initiatives.

**TBS/APB-180** *Formerly Identified as:* TB-330

### **Committees**

*Description:* Information on the involvement of the Office of the Co-ordinator, Regulatory Reform, with various committees. *Topics:* Interdepartmental Committee on Regulation; Peterson Committee (Special House Committee on Regulatory Reform); Project Advisory Committee; Secretary's Executive Committee; Standing Joint Committee on Statutory Instruments; and Treasury Board Senior Advisory Committee (TBSAC).

**TBS/APB-185** *Formerly Identified as:* TB-340

### **Consensus Process and Voluntary Standards**

*Description:* Information on the promotion of greater reliance by federal regulators on the consensus process, such as that offered by standards writing bodies accredited under the National Standards System of Canada, for the development of technical specifications to be included in regulatory legislation, as well as greater reliance on voluntary standards as an alternative to mandatory regulations.

**TBS/APB-190** *Formerly Identified as:* TB-350

### **Consultation Process**

*Description:* Information on the improvement of private sector consultation on regulatory matters, including departmental reviews and proposals for improved consultative techniques and extended consultation.

**TBS/APB-195** *Formerly Identified as:* TB-360

### **Deregulation**

*Description:* Information on assessment of, and possible recommendations made to Cabinet by the Ministers responsible, on the deregulation of selected industries or activities.

**TBS/APB-200** *Formerly Identified as:* TB-370

### **Liaison**

*Description:* Information on exchanges concerning regulatory reform initiatives with the private sector, foreign jurisdictions and liaison with the provinces.

**TBS/APB-205** *Formerly Identified as:* TB-380

### **Legislative Review and Housecleaning**

*Description:* Information on an immediate review by federal departments of regulatory legislation to identify and eliminate obsolete, duplicative or contradictory provisions; also development of recommendations to Cabinet on the proposed Omnibus Repeal Bill.

**TBS/APB-210** *Formerly Identified as:* TB-390

### **Parliamentary Review**

*Description:* Information on the review and assessment of reform proposals concerning parliamentary involvement in the regulatory process.

**TBS/APB-215** *Formerly Identified as:* TB-400

### **Records Retention**

*Description:* Information on the co-ordination and implementation of the Cabinet decision on the deregulation of federal legislative requirements for the private sector to maintain records; also development of recommendations to Cabinet on the proposed Records Retention Omnibus Amendment Bill.

**TBS/APB-220** *Formerly Identified as:* TB-410

### **Regulatory Agenda**

*Description:* Information on the assessment of reform proposals and development of recommendations to Cabinet on the publication by federal regulating departments and agencies of a regulatory agenda giving advance notice of upcoming regulatory initiatives.

**TBS/APB-225** *Formerly Identified as:* TB-420

### **Service to the Public**

*Description:* Information on the participation by the Office of the Co-ordinator, Regulatory Reform, in the federal Task Force on Service to the Public under the direction of Supply and Services Canada; also federal initiatives on the reduction of paperburden.

**TBS/APB-230** *Formerly Identified as:* TB-430

### **Speeches on Regulatory Reform**

*Description:* Information on speeches by the President of the Treasury Board or officials in the Office of the Co-ordinator, Regulatory Reform.

**TBS/OLB-240** *Formerly Identified as:* TB-440

### **Official Languages**

*Description:* General information on official languages policy. *Topics:* Bilingual bonus; Crown corporations; decentralization; departmental official languages structures; education allowances (children of Public Servants); equitable participation; evaluation; Federal Identity Program; language of work objective; *Official Languages Act*; service to the public; staffing; studies and surveys; translation; work instruments; information programs, books and publications; language requirements of positions, identification; official languages minority groups, regional.

**TBS/OLB-245** *Formerly Identified as:* TB-460

### **Audit (Revised)**

*Description:* Information on reviews and appraisals of Official Languages programs/activities. *Topics:* Departments, agencies and Crown corporations; equitable participation; language of work; program management; service to the public.

**TBS/OLB-250** *Formerly Identified as:* TB-490

### **Commissioner of Official Languages (Revised)**

*Description:* Information studies and reports of the Commissioner as applied to the Official Languages Program in Federal Institutions. *Topics:* Complaints, reports, audits, departmental studies.

**TBS/OLB-255** *Formerly Identified as:* TB-500

### **Committees and Councils**

*Description:* Information on official languages policies and programs, and consultations with unions on these policies and programs. *Topics:* National Joint Council; Official Languages Committee.

## TREASURY BOARD (SECRETARIAT)

TBS/OLB-260 *Formerly Identified as:* TB-680

### **Training**

*Description:* Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. *Topics:* Advanced language training program (ALTP), departmental programs, exemptions from the parameters, extension and deferments, testing; staff development.

TBS/OLB-265 *Formerly Identified as:* NO REFERENCE

### **Systems (New)**

*Description:* Information on administrative systems of official languages programs. *Topics:* Co-ordination of Personnel Data Systems; language training module (LTM); initial development 1980-82; liaison with personnel application centre (PAC); liaison with personnel policy branch; liaison with Public Service Commission; micro-computers; applications; Official Languages Administrative System (OLAS); manuals; Official Languages Information System (OLIS); development, input forms, population, specifications; reports, information and statistical outputs, special reports.

TBS/PPB-275 *Formerly Identified as:* TB-710

### **Personnel Policy**

*Description:* General information on personnel policy. *Topics:* Circular letters; Federal Court decisions; Royal Commission on Financial Management and Accountability (Lambert Report).

TBS/PPB-280 *Formerly Identified as:* TB-720

### **Acts and Regulations**

*Description:* General information on acts and regulations concerning personnel policy.

TBS/PPB-285 *Formerly Identified as:* TB-730

### **Committees**

*Description:* General information on committees and Cabinet. *Topics:* Advisory Council on Personnel Policy; economic policy; external policy and defence; government operations; Joint Parliamentary Committee on the Capital; labour relations; miscellaneous estimates; priorities and planning; public accounts; science, culture and information; security and intelligence; social policy.

TBS/PPB-290 *Formerly Identified as:* TB-740

### **Conferences, Meetings, Seminars**

*Description:* General information on conferences, meetings and personnel seminars. *Topics:* Directors of Personnel; executive seminars; federal-provincial conferences; industrial relations seminars; Séminaire d'été Canada Outre-Mer (SECOM).

TBS/PPB-295 *Formerly Identified as:* TB-750

### **Personnel Management (Revised)**

*Description:* Information on the planning, development and review of personnel policies and practices and the management of the Temporary Assignment Program.

TBS/PPB-300 *Formerly Identified as:* TB-770

### **Affirmative Action**

*Description:* Information on programs aimed at the improvement of the representation and distribution of women, indigenous people, the disabled and visible minorities within the Public Service.

TBS/PPB-305 *Formerly Identified as:* TB-780

### **Daycare Services**

*Description:* Information on the review of departmental submissions to set up daycare centres for the children of public servants at their place of work and to monitor the implementation of these projects.

TBS/PPB-310 *Formerly Identified as:* TB-790

### **Equal Opportunities for Women**

*Description:* Information on initiatives for the increased participation of women in the Public Service. *Topics:* Committees; implementation.

TBS/PPB-315 *Formerly Identified as:* TB-800

### **Increased Participation of Indigenous People**

*Description:* Information on the increased participation of Indian, Métis, non-status Indian and Inuit people in the Public Service of Canada. *Topics:* Committees; Northern Careers Program; implementation.

TBS/PPB-320 *Formerly Identified as:* TB-810

### **Increased Participation of the Physically and Mentally Disabled**

*Description:* Information on the increased participation of disabled workers in the federal Public Service. *Topics:* Consultations; committees; implementation.

TBS/PPB-325 *Formerly Identified as:* TB-820

### **Quality of Worklife**

*Description:* Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Quality of Worklife Committee; conferences and seminars; consultants; consultations.

TBS/PPB-330 *Formerly Identified as:* TB-821

### **Human Resource Planning**

*Description:* Information on human resource planning and related policies. *Topics:* Planning; employee performance appraisals; foreign countries; management category — resourcing strategy; post control.

TBS/PPB-335 *Formerly Identified as:* TB-822

### **Training Policy**

*Description:* Information on training, policies, standards, programs, audit and evaluation. *Topics:* Training; committees and councils; courses and programs — categories and groups, departmental, educational institutions, evaluation and research, Public Service Commission, committees, reviews; educational leave; needs identification and evaluation; orientation of employees; Qualification Improvement Program.

TBS/PPB-340 *Formerly Identified as:* NO REFERENCE

### **Human Rights (New)**

*Description:* Information on the administration of human rights.

TBS/PPB-345 *Formerly Identified as:* TB-830

### **Foreign Service**

*Description:* Information on emoluments and special working conditions provided for personnel serving outside Canada. *Topics:* Committees; Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives — committees, Heads of Posts, individual, Official Hospitality, posts, indices, revisions; locally-engaged staff; military; non-rotational assignments; outside practices.

TBS/PPB-350 *Formerly Identified as:* TB-840

### **Isolated Posts Directive**

*Description:* Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local, social and economic conditions of the communities concerned; also, minutes on related committee meetings.



## TREASURY BOARD (SECRETARIAT)

TBS/PPB-355 Formerly Identified as: TB-850

### Occupational Health and Safety

*Description:* Information on the development, establishment, publication and application of occupational health and safety policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational health, safety and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; publications; reports and statistics; training; use and occupancy of buildings.

TBS/PPB-360 Formerly Identified as: TB-860

### Personnel Management

*Description:* Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); classification; compensation — benefits, part-time, seasonal, term employment, pay, pay plans, rates, time off; compensation plans for unrepresented employees; compensation for service outside Canada; conduct, contents and introduction; human resources — education, training and development, programs, use, employment; occupational health and safety; pensions and insurance — health insurance, income protection, *Public Service Superannuation Act*, pensionable service, retirement; personnel management; Personnel Management Information System (PMIS); security of information; staff relations — collective agreements.

TBS/PPB-365 Formerly Identified as: TB-870

### Human Resources

*Description:* Information on the development, implementation, maintenance and evaluation of policies, programs and procedures for the accurate determination, allocation, development and efficient use of Public Service employees. *Topics:* Committees; communication of policies and procedures; decentralization in the Public Service; employment and staffing — indeterminate part-time, native, committees, Northern Careers Program, Summer Student Program, temporary services; incentive programs — Public Servants' Inventions Committee; Planning — Career Assignment Program (CAP), committees, employee performance appraisal, Executive Category resourcing strategy, foreign countries; retirement, early retirement; reviews — Executive Category, Information Services Group; Information Services Group — associations, conferences and seminars, career development, committees, Donoghue Study, evaluation, inventories; reviews — Personnel Administration Group; separations — redundancy, National Joint Council on Work Force Reduction; Status of Women — child-care services, Equal Opportunities, committees, implementation; training — courses and programs, departmental, educational institutions, foreign countries, occupational categories and groups, Executive Category, Information Services Group, Public Service Commission of Canada, Career Assignment Program (CAP), research and evaluation, reviews, educational leave, needs identification and evaluation, orientation of employees; Office Communications System — Users' Group; innovative management practices.

TBS/PPB-370 Formerly Identified as: TB-880

### Pensions and Insurance

*Description:* General information on pensions and insurance. *Topics:* Employee benefit surveys; employer expenditures; liability and compensation; planning and counselling; Program Forecast and Estimates; Workers' Compensation — *Government Employees Compensation Act*.

TBS/PPB-375 Formerly Identified as: TB-890

### Insurance

*Description:* Information on benefit programs for employees of the federal government. *Topics:* Blue Cross; dental care; federal employees; disability insurance; enrolment and participation; financial information; Royal Canadian Mounted Police; Group Surgical Medical Insurance Plan (GSMIP); benefits; committees; coverage; financial information; hospital insurance (outside Canada) plan and payments; locally engaged employees' health insurance, in the United States; National Joint Council Standing Committee on Health Insurance Programs; Public Service Health Insurance Regulations; provincial health insurance cost sharing; Public Service Management Insurance Plan — benefits, Board of Trustees, eligibility, financial information; Servicemen's Income Security Plan (SISP); sick leave; hospital insurance and diagnostic services, committees, provinces and territories; medical care — provinces and territories; Pharmacare; Unemployment Insurance — committees, coverage, financial information; insurance — federal employees, maternity allowances.

TBS/PPB-380 Formerly Identified as: TB-900

### Pensions

*Description:* Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; general information on pension matters and social security benefits. *Topics:* Agencies and corporations; pensions — Canada Pension Plan, *Canadian Armed Forces Superannuation Act*, Canadian Government Annuities, *Diplomatic Service Superannuation Act*, foreign countries, *Governor General's Retiring Annuities Act*, international fisheries, *Judges Act*, *Lieutenant Governors' Superannuation Act*, locally engaged employees contributory pension plans, locally engaged employees social security, Locally Engaged Employees (non-contributory) Pension Regulations, *Members of Parliament and Senators Retiring Allowances Act*, *Pension Benefits Standard Act*, provincial pensions; *Public Service Superannuation Act*, agencies and corporations, contributory status, elective service, financial information, Newfoundland employees, Pilotage Authorities, *Public Service Pension Adjustment Act 1959*; Reciprocal Transfer Agreements — cities, Crown corporations, hospitals, provinces, universities, retirement benefits, Supplementary Death Benefits, Indian Bands.

TBS/PPB-385 Formerly Identified as: TB-910

### Conditions and Benefits of Work

*Description:* General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Adaptable work patterns — compressed work week, departmental programs, evaluation, flexible working hours; Canada Labour Standards Code; hours of work — overtime; leave — continuity of employment, severance pay, special leave, vacation, leave without pay; surveys; time off; holidays; transfer from federal to private or provincial jurisdiction; commuting assistance; dual employment in public service.

TBS/PPB-390 Formerly Identified as: TB-920

### Pay

*Description:* General information on the pay system in the federal Public Service. *Topics:* Wage theory; pay principles, policies and practices; pay administration; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary surveys; wage and salary administration; control and comparison of salary levels; negotiations with Great Lakes pilots; inquiries; central administration; pay policy; pay plans; student-hiring programs; effective dates of pay revision; scientific research group; scientific research groups — departments; Special Assignment Pay Plan (SAPP); management category compensation in the Public Service; exempt and excluded classes — administration; Ministers'



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exempt staff; fees; premium pay for duties performed; pay for time not worked.

**TBS/PPB-395** *Formerly Identified as:* TB-930  
**Work Environment Design**

*Description:* Information on the review of current policies affecting the design of work environments and possible recommendations for changes to ensure that human needs are given proper consideration in the establishment of such policies and related standards, procedures and practices.

**TBS/PPB-400** *Formerly Identified as:* TB-950  
**Organization**

*Description:* Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and SM and equivalent (Senior Management Group Complement) control programs, and the management of the Temporary Assignment Program. *Topics:* Committees; decentralization; departments and agencies; higher salaried personnel freeze (\$30,000 freeze); planning and evaluation groups; executive and equivalent positions; studies and surveys; Temporary Assignment Program (TAP).

**TBS/PPB-405** *Formerly Identified as:* TB-931  
**Personnel Management Information System (PMIS) (Revised)**

*Description:* The PMIS contains individual federal employee personnel management data concerned with personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. The data is derived from department and agency personnel systems and records for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of the PMIS is to provide employer/management with personnel management statistical data in support of Treasury Board's role in collective bargaining with the Public Service unions. Statistical data is also disclosed to the Special Groups Identification Survey in order to implement and evaluate government policies relating to Affirmative Action. The PMIS also provides a record of employment for individual employees including a verification of employees by location with these government institutions, for the use of both departments and central agencies. These records are retained from five to ten years before they are destroyed. The bank is automated and contains some 300,000 records.

**TBS/PPB-410** *Formerly Identified as:* TB-932  
**Population Affiliation System (Revised)**

*Description:* The purpose of the Population Affiliation System is to provide to central agencies and departments a standard source of data on the diverse populations of the Public Service and their particular affiliations. *Topics:* This class contains information on departments, agencies, Crown corporations and other Government of Canada entities relating to their affiliation with major acts governing personnel administration/management in the Public Service and to their affiliation with various personnel data systems set up to support this legislation and administration. *Storage Media:* Paper and automated format.

**TBS/PPB-415** *Formerly Identified as:* TB-940  
**Classification**

*Description:* Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit; classification review; manpower development and training; classification operations; conversion; classification standards; classification and selection standards — integration; policy planning and research; delegation;

human rights — complaints, classification grievances. *Storage Medium:* Computer.

**TBS/PPB-420** *Formerly Identified as:* TB-960  
**Pay Administration**

*Description:* Information on the application of pay policy and clarification of the overall responsibility for pay administration, the restatement of areas of departmental and central agency responsibility, and the identification of proposed changes in processes and activities. *Topics:* Pay administration co-ordination; pay policy interpretation.

**TBS/PPB-425** *Formerly Identified as:* TB-970  
**Personnel Data System**

*Description:* Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Kerr-Dawson Report; Personnel Applications Centre (PAC); Personnel Management Information Systems (PMIS).

**TBS/SRB-435** *Formerly Identified as:* TB-980  
**Staff Relations**

*Description:* General information on staff relations. *Topics:* Background Paper on Staff Relations; consultations on policy proposals of other divisions; employee associations; enquiries; Labour Agreement Data Bank (McGill University); use of employer premises by employee organizations; bilingual bonus; conferences and seminars; monthly meetings with departments; reports; Labour Canada briefing notes and memoranda to Cabinet.

**TBS/SRB-440** *Formerly Identified as:* TB-990  
**Adjudication**

*Description:* Information on the act or process of grievance adjudication. *Topics:* Reference to chief adjudicator under Section 98 of the *Public Service Staff Relations Act*. *Retrievability:* Files arranged by category, group, individual, association and union.

**TBS/SRB-445** *Formerly Identified as:* TB-1000  
**Certification**

*Description:* Information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Establishment of bargaining units; managerial and confidential exclusions — reports and statistics; safety and security designations.

**TBS/SRB-450** *Formerly Identified as:* TB-1010  
**Committees and Councils**

*Description:* Agenda, notices of meetings, memberships, etc., of committees and councils. *Topics:* National Joint Council — Standing Committees.

**TBS/SRB-455** *Formerly Identified as:* TB-1020  
**Complaints**

*Description:* Information on the regulations and rules of procedures of the Public Service Staff Relations Board and their application to complaints; excludes complaints on pay implementation. *Retrievability:* Files are arranged by name of individual.

**TBS/SRB-460** *Formerly Identified as:* TB-1030  
**Discipline**

*Description:* Information on the failure of an employee to maintain required standards of conduct and managerial response to employee misconduct; also, the procedures of the disciplinary process and the administration of discipline. *Topics:* Codes; discharges and suspensions.

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TBS/SRB-465 *Formerly Identified as:* TB-1040

### Disputes and Strikes

*Description:* Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the employer's response to such activity. *Topics:* Legal proceedings — Postal Operations Group; illegal proceedings — prosecution.

TBS/SRB-470 *Formerly Identified as:* TB-1050

### Grievances

*Description:* Information on complaints in writing presented in accordance with the *Public Service Staff Relations Act* by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies. *Topics:* Grievances, departments and agencies.

TBS/SRB-475 *Formerly Identified as:* TB-1060

### Labour-Management Relations

*Description:* Information on Labour - Management relations in the federal Public Service. *Topics:* Management-union seminars Canada Labour Relations Council; Senior Interdepartmental Committee on Labour Relations; union-management joint consultation; issues bearing on the matter of the Post Office becoming a Crown corporation.

TBS/SRB-480 *Formerly Identified as:* TB-1070

### Negotiations

*Description:* Information on agreements made in writing entered into under the *Public Service Staff Relations Act* between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups — Postal Operations Group, Interdepartmental Committee on the Implications of the Goldenberg Recommendations; collective agreements; cost-of-living allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys; Public Sector Compensation Restraint — non-public funds, Canadian Forces. *Storage Medium:* Computer.

TBS/SRB-485 *Formerly Identified as:* TB-1080

### Payroll Deductions

*Description:* Information on payroll deduction privileges for union or staff association dues that apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues — Public Service Alliance of Canada. *Retrievability:* Files are arranged by subject, credit union, association, department and agency.

TBS/SRB-490 *Formerly Identified as:* TB-1090

### Public Service Staff Relations Act

*Description:* Information on the *Staff Relations Act*, amendments, and related general information. *Topics:* Review — Finkelman Study.

TBS/SRB-495 *Formerly Identified as:* TB-1100

### Reference of Questions of Law or Jurisdiction

*Description:* Information on grievances that have been referred to adjudication. *Topics:* Reference of questions of law or jurisdiction. *Retrievability:* Files are arranged by category, group, association and union.

TBS/SRB-500 *Formerly Identified as:* TB-1110

### Separate Employers

*Description:* Information on separate employers as listed from time to time under Part II of Schedule 1 to the *Public Service Staff Relations Act*. *Topics:* Agencies; Auditor General; Social Sciences and Humanities Research Council; Canex; Communications Security

Establishment; National Research Council; Public Service Staff Relations Board.

TBS/SRB-505 *Formerly Identified as:* TB-1120

### Statistics and Surveys

*Description:* Statistics, surveys and requests for information on personnel policy matters.

TBS/SRB-510 *Formerly Identified as:* TB-1130

### Systems Application and Evaluation

*Description:* Systems, their application and evaluation as they apply to personnel policy. *Topics:* Attendance, leave, Overtime Shiftwork System (ALOSS). *Storage Medium:* EDP system.

TBS/SRB-515 *Formerly Identified as:* TB-1140

### Training and Communications

*Description:* Information on training and communications in staff relations.

TBS/PRB-525 *Formerly Identified as:* TB-1150

### Government of Canada

*Description:* Information on the general administration, organization and management of the Government of Canada. *Topics:* Governor General; House of Commons; Library of Parliament; Prime Minister's Office; Privy Council — administration, organization and management, Cabinet decisions, Cabinet Committee operations, Scientific Secretariat; Royal Commissions; Senate.

TBS/PRB-530 *Formerly Identified as:* TB-1160

### Government Policy

*Description:* General information on certain policies of the Government of Canada. *Topics:* Administration, organization and management.

TBS/PRB-535 *Formerly Identified as:* TB-1170

### Planning

*Description:* Information on analysis by the former Planning and Evaluation Division of the economic content of Cabinet documents. *Topics:* Briefing material and recommendations for the President of the Treasury Board; liaison with universities and international bodies concerning government programs; speeches; evaluation of papers produced by universities; requests for publications on government studies; boards, committees, Royal Commissions; Cabinet legislation; interdepartmental committees.

TBS/PRB-540 *Formerly Identified as:* TB-1180

### Effectiveness Evaluation

*Description:* Information on economic analysis of major programs or policies to influence decisions on resource allocation by the former Planning and Evaluation Division; also, program forecast submissions and Treasury Board submissions; participation in interdepartmental task forces concerned with the evaluation of programs and policies; consultation and advice on program evaluation methodologies and their application within the Secretariat, other departments and occasionally, provincial governments and private institutions; and maintenance of effective liaison with departments and agencies, as well as with other branches of the Secretariat and the Office of the Comptroller General. *Topics:* Effectiveness Evaluation — "A" Base Review; Operations Canada Agency — Katimavik Program; agricultural studies; Canadian nuclear programs; resources; environmental quality; benefit-cost studies; Tax and Transfer Integration (TTI); industrial studies; information systems; labour market studies; program activity structure; regional development studies; housing studies; science studies; social program and evaluation studies; Social Security Review; airport studies; models, guides; project development; Short Take-Off and Landing (STOL); education; finance and loans studies; post-secondary education; regulatory activity studies; Auditor General of Canada; financial studies; general economic conditions; government operations studies;



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health studies; studies of the federal government as Employer; Real Property Acquisition Task Force; international development studies; research development studies; transportation studies; welfare studies; study on long-term education policy after 1974; pension policy; make or buy (contracting out).

TBS/PRB-545 *Formerly Identified as:* TB-1190

### **Decentralization**

*Description:* The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Departments and agencies, foreign governments; questionnaires.

TBS/PRB-550 *Formerly Identified as:* TB-1200

### **Budget Co-ordination**

*Description:* Information on general branch activities; current issues; the government's spending plans for Parliament (Estimates) and requests for funds and authorities (Supply Bill and Governor General's Warrants); also management of the government's contingency fund and other central systems. *Topics:* Auditor General's Reports; economic stimulation; estimates; financial administration; Governor General's Warrants; Management Information System; capital expenditures; How Your Tax Dollar is Spent; manpower allocation and control; planning, programming and budgeting; Special "A" Base Review; Canadian Transport Commission; Transport Canada; program review.

TBS/PRB-555 *Formerly Identified as:* TB-1210

### **Departmental Programs and Activities**

*Description:* Information organized by individual department and agency on the general administration of departments and agencies subject to the *Financial Administration Act*; financial management programs (which include records on estimates and budgets); programs and projects. *Topics:* Main estimates; budgets; administration; departmental programs. *Retrievability:* By subject, department and agency.

TBS/PRB-560 *Formerly Identified as:* TB-1220

### **Privatization**

*Description:* Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

TBS/PRB-565 *Formerly Identified as:* TB-1230

### **Interdepartmental Task Force on Crown Corporation Legislation**

*Description:* Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Interdepartmental Task Force on Crown Corporation Legislation — control, direction and accountability.

TBS/PRB-570 *Formerly Identified as:* TB-1231

### **Crown Corporations, and Agencies**

*Description:* Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing) of Crown corporations and agencies. *Topics:* Estimates; meetings; programs; administration; corporate plans; capital and operating budgets; annual reports; quarterly reports to Parliament.

## **Deleted Classes of Records**

The following classes of records have been deleted because they have been amalgamated with others that contain similar subject matter:

TB-450 Analysis and Evaluation  
TB-470 Bicultural Development Program  
TB-480 Bilingual Districts  
TB-510 Crown Corporations  
TB-520 Departmental Budgets for Official Languages Programs  
TB-530 Departmental Official Languages Programs  
TB-540 Departmental Official Languages Structures  
TB-550 Federal Identity Program  
TB-560 French Language Units  
TB-570 Information Programs  
TB-580 Language Requirements of Positions  
TB-590 Language of Work Program  
TB-600 National Capital Region  
TB-610 Non-Federal Government Language Program and Policies  
TB-620 Official Languages Act  
TB-630 Official Languages Administrative System (OLAS)  
TB-640 Official Languages Information System (OLIS)  
TB-650 Participation of Francophone Program  
TB-660 Pay Supplement  
TB-670 Recruitment of Francophones  
TB-690 Units Working in French (UWF)  
TB-700 Work Instruments  
TB-760 Treasury Board Submissions





# **DEPARTMENT OF VETERANS AFFAIRS**

## **Chapter 101**

# DEPARTMENT OF VETERANS AFFAIRS

## DEPARTMENT OF VETERANS AFFAIRS

(VAC)

### DEPUTY MINISTER

(DVA)

005 Honours and Awards  
010 Commemoration and Special Events  
015 Relocation to Charlottetown, Prince  
Edward Island

### VETERANS SERVICES BRANCH

(VSB)

020 Veterans Services – General  
025 Hospitals and Hospital Services  
030 Veterans Insurance  
035 Special Program Benefits – General  
040 Treatment and Treatment  
Services – General  
045 War Veterans Allowance/  
Civilian War Allowance

### VETERANS LAND ADMINISTRATION

(VLA)

050 Veterans Land  
Administration – General  
055 Eligibility and  
Qualification  
060 Loans/Grants  
065 Debt-free Settlement  
on Dominion or  
Provincial Land  
070 Acquisition, Sale or  
Other Disposition of Lands  
and Other Property  
075 Conveyance and Other  
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# DEPARTMENT OF VETERANS AFFAIRS

## ASSOCIATED AGENCIES

### CANADIAN PENSION COMMISSION

(CPC)

- 005 Canadian Pension Commission –  
General
- 010 Pensions – General
- 015 Pensions for Death
- 020 Pensions for Disabilities
- 025 Supplementary Pensions
- 030 Children's Benefits
- 035 Civilian Pensions and Allowances

### PENSION REVIEW BOARD

(PRB)

- 005 Pension Review  
Board – General

### BUREAU OF PENSIONS ADVOCATES

(BPA)

- 005 Bureau of Pensions  
Advocates – General
- 010 Reference, Research  
and Precedents

### WAR VETERANS ALLOWANCE BOARD

(WVA)

- 005 War Veterans Allowance  
Board – General
- 010 War Veterans and Civilian  
War Pensions Allowances –  
General

ACCESS TO INFORMATION AND  
PRIVACY CO-ORDINATOR  
P.O. BOX 7700  
CHARLOTTETOWN, P.E.I.  
C1A 8M9

## Background

Of the more than 600,000 Canadian men and women who served in the First World War, approximately 173,000 were wounded and 66,655 gave their lives. In addition, 1,649 men from Newfoundland (which had not yet joined Confederation) died in that war.

During the Second World War, over one million Canadians served their country. Of these, more than 44,000 were killed and approximately 55,000 were wounded. Newfoundland fatalities numbered 714.

During the Korean Conflict, more than 26,000 Canadians served with the United Nations Peacekeeping Force. The dead numbered 516 and 1,200 were wounded.

In 1985, the number of Canadian veterans is approximately 675,700 male and 32,300 female veterans.

The names of Canadians who were killed in these wars, and also the Boer War, are recorded in the Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

## Overall Responsibilities

The Department's mission is to manage special programs for veterans and other specified persons to compensate for death and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participative members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Departmental responsibilities continue to include the administration of pensions and war veterans' allowances, medical treatment, counselling, advocacy, and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs are being tailored to meet their needs as they approach old age.

## Laws and Regulations

The Department was established by the *Department of Veterans Affairs Act* R.S.C. 1970, Chapter V-1.

The duties, powers and functions of the Minister are set forth in general terms in Section 5 of the *Department of Veterans Affairs Act*. The Minister's authority to make regulations in a number of areas, subject to the approval of the Governor-in-Council, is set forth in Section 6. The series of regulations made under the *Department of Veterans Affairs Act* are as follows:

- Assistance Fund (War Veterans Allowances and Civilian War Allowances) Regulations — P.C. 1965-1213 — June 30, 1965 as amended
- Canadian National Institute for the Blind for training and after-care — P.C. 131-4861 — Sept. 14, 1951 as amended
- Guardianship of Veterans' Property Regulations — P.C. 1954-320 — March 4, 1954
- Last Post Fund Regulations — P.C. 1967-206 — Feb. 2, 1967 as amended
- Pensioners Training Regulations — P.C. 1959-947 — July 22, 1959 as amended

- Veterans Burial Regulations — P.C. 1957-1181 — Aug. 27, 1957 as amended
- Veterans Care Regulations — SOR 84709 as amended
- Veterans Estates Regulations — P.C. 1954-1536 — Oct. 6, 1954
- Vetcraft Shop Regulations — P.C. 1958-1624 — Nov. 27, 1958 as amended
- Veterans Treatment Regulations — P.C. 1962-1401 — Oct. 4, 1962 as amended

The other statutes administered by the Department under the direction of the Minister are as follows:

- Allied Veterans Benefits Act, R.S.C. 1952, Chapter 8
- Children of War Dead (Education Assistance) Act, R.S.C. 1970, Chapter C-18 as amended
- Children of War Dead (Education Assistance) Regulations P.C. 1962-1366 dated September 27, 1962, as amended
- Civilian War Pensions and Allowances Act, Part XI, R.S.C. 1970, Chapter C-20, as amended
- Fire Fighters War Service Benefits Act, R.S.C. 1952, Chapter 117
- The Returned Soldiers' Insurance Act, S.C. 1920, Chapter 54, as amended
- Returned Soldiers' Insurance Regulations P.C. 3652 dated July 31, 1952 as amended
- Soldier Settlement Act, R.S.C. 1927, Chapter 188, as amended
- Special Operators War Service Benefits Act R.S.C. 1952, Chapter 256
- Supervisors War Service Benefits Act R.S.C. 1952, Chapter 258
- Veterans Benefits Act, 1954, R.S.C. 1970, Chapter V-2 as amended
- Veterans Insurance Act R.S.C. 1970, Chapter V-3 as amended
- Veterans Insurance Regulations P.C. 1954-1392, dated September 17, 1954, as amended
- Veterans' Land Act R.S.C. 1970 Chapter V-4, as amended
- Veterans' Land Regulations P.C. 1965-952, dated May 20, 1965, as amended
- Regional Advisory Committee Regulations, P.C. 1965-941, dated May 20, 1965
- Veterans Rehabilitation Act R.S.C. 1970, Chapter V-5
- Veterans Rehabilitation Regulations P.C. 1954-1571, dated October 13, 1954, as amended
- War Service Grants Act R.S.C. 1970, Chapter W-4
- War Service Grants Regulations P.C. 1954-1572 dated October 13, 1954, as amended
- War Veterans Allowance Act, R.S.C. 1970, Chapter W-5, as amended
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, Chapter 297

## Organization

The Department of Veterans Affairs has two operational branches: Veterans Services Branch and Veterans Land Administration.

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and four associated agencies: the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates, and the War Veterans Allowance Board, reporting to Parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs was created by Act of Parliament in 1944. Previously the care of veterans was the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World

## DEPARTMENT OF VETERANS AFFAIRS

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War), and then the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs.

The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919.

The War Veterans Allowances Board was established in 1936, when it replaced the War Veterans Allowance Committee.

The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*.

### General Information

General information enquiries that do not require access to records should continue to be addressed to Public Affairs personnel in Ottawa and Charlottetown and to regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to one of the following addresses:

#### Ottawa

Public Affairs Division  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4  
Telephone: (613) 992-4234

#### Charlottetown

Public Affairs Division  
Daniel J. MacDonald Building  
P.O. Box 7700  
Charlottetown, Prince Edward Island  
C1A 8M9  
Telephone: (902) 566-8195

#### Dartmouth/Halifax

Atlantic Regional Office  
P.O. Box 1002  
45 Alderney Drive  
Dartmouth, Nova Scotia  
B2Y 3Z7  
Telephone: (902) 426-8109

#### Montréal

Québec Regional Office  
4545 Queen Mary Road  
Montréal, Québec  
H3W 1W4  
Telephone: (514) 340-2030

#### Toronto

Ontario Regional Office  
4900 Yonge Street  
5th Floor  
Willowdale, Ontario  
M2N 6B2  
Telephone: (416) 224-3879

#### Winnipeg

Prairie Regional Office  
610-330 Graham Avenue  
Winnipeg, Manitoba  
R3C 4C1  
Telephone: (204) 949-4163

#### Vancouver

Pacific Regional Office  
Alvin Building  
1155 Robson Street  
Vancouver, British Columbia  
V6E 1B9  
Telephone: (604) 666-2091

### Major Publications

The following publications are available, free of charge, by writing to

Public Affairs Division  
Veterans Affairs Canada  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

- Annual Reports of the Department of Veterans Affairs, Pension Review Board, Canadian Pension Commission, War Veterans Allowance Board, and Bureau of Pensions Advocates
- Pensions for Death and Disability Related to Military Service (bilingual booklet)
- War Veterans Allowance and Civilian War Allowances (bilingual booklet)
- Funerals — Burials — Gravemarkers — Assistance Available to Veterans' Dependents (bilingual booklet)
- Benefits to Canadian Veterans Residing Outside Canada (bilingual leaflet)
- Veterans Affairs — Services and Benefits (bilingual booklet)
- Valour Remembered — Canada and the First World War (bilingual booklet)
- Valour Remembered — Canada and the Second World War (bilingual booklet)
- Valour Remembered — Canadians in Korea (bilingual booklet)
- Lieutenant-Colonel John McCrae, Soldier — Poet — Physician (bilingual pamphlet)
- The Newfoundland and Beaumont-Hamel Memorial (bilingual pamphlet)
- Canadians Who Were Prisoners of War in Europe During World War II — Report to the Minister of Veterans Affairs of a study by J. Douglas Hermann (bilingual report)
- Pension Review Board Reports — Bilingual periodical describing some of the Board's hearings for pension entitlement due to service-related disabilities.
- Memorials to Canada's War Dead (bilingual booklet)
- Veneration for Valour — an assessment of the veterans legislation, its impact on Canadian veterans and on Canada as a whole, by Joseph Schull. (Available in French as "Hommage à la Vaillance")
- The Aging Veterans Program (bilingual leaflet)
- The National War Memorial (bilingual booklet)
- The Vimy Memorial (bilingual booklet)
- Books of Remembrance (bilingual booklet)
- A Day of Remembrance (bilingual booklet)

### EDP Systems

The Directorate of Informatics maintains corporate databases on veterans, their spouses and dependants, and other clients who were or



## DEPARTMENT OF VETERANS AFFAIRS

are now in receipt of benefits administered by the Department of Veterans Affairs or the Canadian Pension Commission. This information consists of items such as names, addresses, service numbers, benefits received, status of applications received and additional items required to provide service to the client in a timely and accurate manner.

### Access Procedures

Requests for access to records under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator  
Department of Veterans Affairs  
P.O. Box 7700  
Charlottetown, Prince Edward Island  
C1A 8M9  
Telephone: (902) 566-8567

For access to personal information under the *Privacy Act*, consult the Veterans Affairs chapter of the Index to Personal Information. Information concerning individuals is not included in the Access Register.

### Veterans Services Branch

The Veterans Services Branch administers a broad range of economic, medical and social services benefits to qualified veterans and special categories of civilians, and their families. War Veterans Allowance and Civilian War Allowance are income support benefits intended to ensure that family income does not fall below a level provided for under legislation. Assistance Fund grants are available to allowance recipients to meet emergency needs. Pensioned orphans of veterans or members of the Armed Forces are eligible for financial assistance to pursue post secondary education.

Medical, surgical and dental treatment, including special equipment and long term care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans Treatment Regulations.

### Veterans Land Administration

The Veterans Land Administration (VLA) manages property purchase agreements between the Director, VLA, and veterans and their heirs. More than 140,000 veterans have been settled under the *Veterans Land Act* since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Veterans Land Administration offices are located in Saint John, New Brunswick; Montréal, Québec; Willowdale, Ontario; Saskatoon, Saskatchewan.

## CANADIAN PENSION COMMISSION

The Canadian Pension Commission is charged, under the *Pension Act*, with the responsibility to administer the legislation in such a way as to recognize the obligation of the people and government of Canada to provide compensation to those members of the Armed Forces who have been disabled or have died as a result of military service. This Act also provides for the payment of pensions for surviving dependants, and allowances for exceptional incapacity, attendance and clothing. The Commission also administers Parts I to X of the *Civilian War Pensions and Allowances Act* which provides for similar awards for disability or death attributable to service during the Second World War in certain organizations or types of employment which were closely associated with the Armed Forces such as Merchant Seamen or Auxiliary Services personnel; the *Compensation for Former Prisoners of War Act* which provides for the payment of compensation for former prisoners of war, evaders and escapees, and their dependants; and the *Halifax Relief Commission Pension*

*Continuation Act* which authorizes pension payments to certain persons injured in the Halifax explosion of 1917. As well, the Commission adjudicates on pension claims under various other acts, orders and regulations, such as the *Royal Canadian Mounted Police Act* and the *Flying Accidents Compensation Regulations*.

Canadian Pension Commission district offices are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy, Montréal, Québec; Ottawa, Toronto, North Bay, Peterborough, Hamilton, London, Kingston, Ontario; Winnipeg, Manitoba; Saskatoon, Regina, Saskatchewan; Calgary, Edmonton, Alberta; Vancouver, Victoria, British Columbia.

### Laws and Regulations

The statutes administered by the Canadian Pension Commission are as follows:

- Pension Act R.S.C., 1970, Chapter P-7, as amended
- Civilian War Pensions and Allowances Act (Parts I to X) R.S.C. Chapter C-20, as amended
- The Compensation for Former Prisoners of War Act S.C. Chapter C-95
- The Halifax Relief Commission Pension Continuation Act S.C. Chapter C-88

The Commission also adjudicates or makes recommendations on claims under the following:

- The Flying Accidents Compensation Regulations, P.C. 1972-2613, dated November 9, 1972
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act R.S.C. 1952 Chapter 297
- The Special Operators War Service Benefits Act, R.S.C. 1952, Chapter 256
- The Royal Canadian Mounted Police Superannuation Act, R.S.C. 1970 Chapter R-11, as amended
- The Royal Canadian Mounted Police Pension Continuation Act, R.S.C. 1970 Chapter R-10, as amended
- The Gallantry Gratuities and Annuities Order, P.C. 1974-723, dated March 26, 1974
- Penitentiary Inmates Accident Compensation Order P.C. 1977 — October 6, 1977
- Special Indemnity Plan for Dependants of Canadian Forces Attachés TB 753619 — December 1, 1977
- The Defence Services Pension Continuation Act, R.S.C. 1970 Chapter D-3, as amended

### Access Procedures

Enquiries concerning records held by the Canadian Pension Commission should be addressed to

Canadian Pension Commission  
P.O. Box 9900  
Charlottetown, Prince Edward Island  
C1A 8V6

## BUREAU OF PENSIONS ADVOCATES

The Bureau of Pensions Advocates provides a free legal service to applicants and pensioners under the *Pension Act*. It assists veterans to prepare applications for pensions and also to apply for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the *Pension Act*, and *War Veterans Allowance Act*.

## DEPARTMENT OF VETERANS AFFAIRS

District Pension Advocates are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy, Montréal, Québec; Ottawa, Kingston, Willowdale, Hamilton, London, North Bay, Ontario; Winnipeg, Manitoba; Regina, Saskatoon, Saskatchewan; Calgary, Edmonton, Alberta; Vancouver, Victoria, British Columbia.

### Access Procedures

Enquiries concerning records held by the Bureau of Pension Advocates should be addressed to

Bureau of Pensions Advocates  
P.O. Box 7700  
Charlottetown, Prince Edward Island  
C1A 8M9

### PENSION REVIEW BOARD

This agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded, and the interpretation of pension legislation and regulations.

### Access Procedures

Enquiries concerning records held by the Pension Review Board should be addressed to

Pension Review Board  
P.O. Box 7700  
Charlottetown, Prince Edward Island  
C1A 8M9

### WAR VETERANS ALLOWANCE BOARD

The War Veterans Allowance Board acts as a court of appeal for dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of departmental adjudicators to ensure that adjudication is consistent with the intent of the legislation and is uniformly applied throughout Canada. The Board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the Acts and Regulations and advises the Minister on the Regulations.

### Laws and Regulations

The legislation under which the Board adjudicates is as follows:

- War Veterans Allowance Act, R.S.C. 1970 Chapter W-5, as amended
- Veterans Allowance Regulations, R.S.C. Chapter 1602, December 3, 1974, as amended
- Part XI, Civilian War Pensions and Allowances Act, R.S.C. 1970 Chapter C-20, as amended

### Access Procedures

Enquiries concerning records held by the War Veterans Allowance Board should be addressed to

War Veterans Allowance Board  
P.O. Box 7700  
Charlottetown, Prince Edward Island  
C1A 8M9

### Classes of Records

The first three classes of records contain information on programs and activities that cannot be attached to a particular organizational unit or function.

VAC/DVA-005 *Formerly Identified as:* VAC-10

#### Honours and Awards

*Description:* Information on the issue and replacement of First and Second World War Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. *Topics:* Eligibility; mounting and wearing of decorations, Campaign Stars and medals; Gallantry Awards; Campaign Stars and medals — First and Second World Wars; War Service Buttons; Silver Memorial Cross.

VAC/DVA-010 *Formerly Identified as:* VAC-20

#### Commemoration and Special Events

*Description:* Information on the planning and direction of commemorative events for wars, battles and campaigns; domestic and overseas pilgrimages and tours; National War Memorial and other memorials. *Topics:* Annual Vimy ceremonies; annual Remembrance Day ceremonies — Ottawa; major overseas commemorations — Korea, France (D-Day, Somme, Dieppe, Vimy), Hong Kong, Italy, Belgium, Holland; commemorations — Canada; visits and tours, overseas and Canada.

VAC/DVA-015 *Formerly Identified as:* VAC-30

#### Relocation to Charlottetown, Prince Edward Island

*Description:* Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Portfolio headquarters from Ottawa to Charlottetown, Prince Edward Island. *Topics:* Relocation Task Force; construction of new building; organization development, double banking, training; accommodation planning; support services; liaison with provincial, federal, municipal governments and veterans organizations; site selection; Ottawa core group; committees, studies, publications and briefings; housing, education and language training in Prince Edward Island; public relations; social, cultural and economic impact on Prince Edward Island; employees relocating to Charlottetown — two-year guarantee; non-relocating employees — reassignment, training.

### Veterans Services Branch

VAC/VS-020 *Formerly Identified as:* VAC-40

#### Veterans Services — General

*Description:* Information on the maintenance and improvement of the quality of service to veterans, their dependants and survivors. *Topics:* Client Services — general; veterans counselling services; community health services; Aging Veterans Program; chaplaincy services; geriatrics and gerontology; provincial social assistance programs.

VAC/VS-025 *Formerly Identified as:* VAC-50

#### Hospitals and Hospital Services

*Description:* Records and manuals on hospital services in general, the departmental hospital and veterans' homes, and contract hospitals. *Topics:* Hospital services — general; departmental hospital and homes — general; Saskatoon Veterans Home, Rideau Veterans Home, Ste.-Anne-de-Bellevue Hospital; contract hospital and home beds — general (by name of hospital); transfer of hospitals to provincial jurisdiction (by name of hospital); per diem rates; admissions and discharge procedures; accreditation; medical consultants, doctors, nurses; out-patient services, day hospitals; clinical laboratory and pathology services; electronencephalography,



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electrocardiography; respiratory services; physiotherapy; occupational and speech therapy; radiology; pharmacy services; medical social services, infection control; surgery; intensive care; nursing services; dietetics; psychiatric services; anesthesiology; recreation.

**VAC/VS-030** *Formerly Identified as:* VAC-60

### **Veterans Insurance**

*Description:* Information on the administration of life insurance policies purchased by veterans, their widows and certain civilian personnel of the First and Second World Wars and the Korean Conflict. *Topics:* Veterans Insurance (Second World War) — General; Returned Soldiers Insurance (First World War) — general; special rates and values; endorsements, medical eligibility; rulings — assumption of risk, beneficiaries, disability, eligibility; payment of proceeds, premiums, surrenders, succession duties, income tax on veterans insurance; statistics and statements; insurance contracts.

**VAC/VS-035** *Formerly Identified as:* VAC-70

### **Special Program Benefits — General**

*Description:* Information on a wide range of special benefit programs for veterans, their dependants and other specified persons. *Topics:* Special program benefits — general; benevolent funds — signals, Royal Canadian Air Force, Royal Canadian Army, Royal Canadian Navy; Commonwealth War Graves Commission — general (records relating to specific memorials, files by name of memorial, i.e. Beaumont Hamel, Vimy); disablement fund; educational assistance — general, eligibility of educational institutions; estates management; European operations, assistance to needy Canadian veterans overseas, Canadian Veterans Association of the United Kingdom; funerals, burials and gravemarkers; hearing assistance for veterans; Last Post Fund; memorials, cemeteries and graves — general, foreign countries (by name of cemetery), departmental cemeteries and plots (by name of cemetery), provincially-owned cemeteries (by province); Paraplegic Assistance Program; pensioners training; post-discharge benefits — re-establishment credits, war service gratuities, rehabilitation; grants to the Royal Canadian Legion; trust funds — general (individual trust fund filed by name of trust fund); Vetcraft.

**VAC/VS-040** *Formerly Identified as:* VAC-80

### **Treatment and Treatment Services — General**

*Description:* Information on the provision of medical, surgical and dental treatment, prosthetic and other appliances, and long term care to eligible veterans and other qualified persons at departmental institutions and contract hospitals, and through local health facilities, by the doctor, hospital, pharmacist and prostheticist of the patient's choice. *Topics:* Treatment and treatment service — general, tropical diseases, strongyloidiasis, prisoners-of-war; agreements with foreign countries (by name of country); treatment of other authorized personnel (e.g., Royal Canadian Mounted Police, foreign students); entitlement/eligibility for allowances, compensation for loss of earnings, assistance with clothing, comforts, transportation, housekeeping, in-patient/ out-patient; dental services; ambulance services; admissions; hospitalization care — general, long term care, chronic care, British Columbia Long Term Care Program, alcoholism, hospitalization co-payments; Medical and hospital insurance — general, by province, provincial medicare plans, by province, agreements with provinces for treatment of mental diseases and tuberculosis; doctor-of-choice, chiropractic treatment, chiropodists, podiatrists, acupuncturists; pain clinics; pharmacy services — general, Blue Cross agreements, drug costs; agreements with pharmacy associations by province; special equipment — general, hospital beds, driving aids, hearing aids, orthopedic footwear, wheelchairs, oxygen, cyclo-massage products, sick-room equipment loan service; eyeglasses and other optical aids, optometrists, opticians, provincial optometrist agreements, by province; home modifications — general, ramps, housekeeping, groundskeeping; prosthetics and orthotics, artificial limbs, stump socks, transfer of prosthetic centres; program medical advisor, regional medical advisors, senior treatment medical officer, health care teams.

**VAC/VS-045** *Formerly Identified as:* VAC-90

### **War Veterans Allowance/Civilian War Allowance**

*Description:* Information on the provision of allowances for persons who meet service eligibility requirements and who, because of age or incapacity, are unable to work and have insufficient income for maintenance as determined by an income test. *Topics:* War Veterans and Civilian War Pensions Allowances — general; adjudications and decisions — general, precedent decisions, War Veterans Allowances "Holds"; procedures for cheques; eligibility — general, civilian and domestic status, age, residence, medical, service requirements; other income — general, and by type of income; payment of allowances — general, cessation of payment, rates, administered accounts, start date of payments; overpayments — general, deletion, recovery, retroactive adjustments, Crown debts, fraud, remission of overpayment; veterans population statistics; BDS — packages "B" and "C", Automatic Bring Forward.

**VAC/VLA-050** *Formerly Identified as:* VAC-100

### **Veterans Land Administration — General**

*Description:* Records of a general nature relating to the operation of Veterans Land Administration. *Topics:* Veterans Land Administration — general; history of veterans land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Magdalen Islands, Newfoundland Labrador Home Repair Program and other special projects; rights to a property of veterans's spouse; deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the director.

**VAC/VLA-055** *Formerly Identified as:* VAC-110

### **Eligibility and Qualification**

*Description:* Correspondence relating to eligibility to apply for benefits under the *Veterans Land Act*, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. *Topics:* Eligibility — general, persons formally under Soldiers Settlement, Polish Veterans, recipients of War Veterans Allowance, aged veterans, dual service medical fitness, re-establishment credits, duplication of benefits, *Veterans Business and Professional Loans Act*, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchant Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular Forces, Interim Forces, all categories of veterans, native veterans, *Nationl Resources Mobilization Act* personnel.

**VAC/VLA-060** *Formerly Identified as:* VAC-120

### **Loans/Grants**

*Description:* Includes records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); mortgages in escrow.

**VAC/VLA-065** *Formerly Identified as:* VAC-130

### **Debt-Free Settlement on Dominion or Provincial Lands**

*Description:* Includes records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian Reserve lands. *Topics:* Establishment of veterans on provincial and Dominion lands-general, debt free settlement agreements with provinces (filed by province), reservation land in the Yukon and Northwest Territories, tax arrears on Dominion land, national parks, agreement of sale, non-repayable grant, additional farm credits, grants to Indian veterans for establishment within Indian Reserves,



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Métis veterans, land clearing and breaking and other permanent improvements.

**VAC/VLA-070** *Formerly Identified as:* VAC-140

**Acquisition, Sale or Other Disposition of Lands and Other Property**

*Description:* Includes records relating to the purchase or acquiring by the director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other property being sold to veterans under agreement. *Topics:* Acquisitions — general, Soldier Settlement Board properties; Japanese lands; suggested settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition — general, partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued and second establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations.

**VAC/VLA-075** *Formerly Identified as:* VAC-150

**Conveyance and Other Title Transactions**

*Description:* Includes records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. *Topics:* Preparation of conveyances and title transactions — general, delays, outstanding title cases, lost certificates of title, amendments, deeds in escrow, replacement deeds, agreements for sale, title searches, declaration of possession, joint tenancy, assignment of civilian or veteran agreements of sale, trespass and encroachment, surveys, administration fees, legal fees and disbursements, execution of documents by director, restrictive covenants and titles.

**VAC/VLA-080** *Formerly Identified as:* VAC-160

**Special Housing Assistance for Veterans**

*Description:* Includes correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; request for information; low rental housing — general, low rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance (arranged numerically).

**VAC/VLA-085** *Formerly Identified as:* VAC-170

**Home Construction Assistance**

*Description:* Includes records relating to loans under the *National Housing Act* to an eligible veteran in respect of the construction by him of a single family home on suitable land and to furnish said veteran with financial, technical and other assistance. *Topics:* Construction assistance — general, construction financing, inspections, construction directives, construction courses, construction contracts, building standards, housing for handicapped and aging veterans, sales taxes, deferred construction, lagging contracts, construction reports, recovery from contractors, hydro, interest rates, liaison with Canada Mortgage and Housing Corporation service eligibility, plans.

**VAC/VLA-090** *Formerly Identified as:* VAC-180

**Part-Time Farming (Small Holding)**

*Description:* Includes records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation.

**VAC/VLA-095** *Formerly Identified as:* VAC-190

**Appraisals and Services for Other Departments**

*Description:* Includes records relating to real estate appraisals for Veterans Land Administration and real estate appraisals and services provided for other departments and agencies. *Topics:* Appraisals — general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; real estate data bank project.

**VAC/VLA-100** *Formerly Identified as:* VAC-200

**Taxes**

*Description:* Includes records relating to taxes as they affect veterans settled under provisions of the *Veterans Land Act* and advising veterans of tax implications. *Topics:* Taxes — general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; real property tax deferment.

**VAC/VLA-105** *Formerly Identified as:* VAC-210

**Easements, Servitudes and Right of Way**

*Description:* Includes records relating to the granting of easements, servitudes and right of way on properties to which title is held by the director, *Veterans Land Act*. *Topics:* Easements — general, policies, hydro, oil and gas, telephone, railway and road; servitudes and rights of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; individual company easement files.

**VAC/VLA-110** *Formerly Identified as:* VAC-220

**Mines, Minerals and Surface Rights**

*Description:* Includes records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals — general (by province), acquisition of title to mines and minerals by the director; surface and subsurface rights; provincial legislation; titles with half minerals; leases disputes; native claims; sale of timber; sale of gravel.

**VAC/VLA-115** *Formerly Identified as:* VAC-230

**Agriculture, Farm Development and Operation**

*Description:* Includes records relating to counselling, training courses, advisory and supervision services on farm management operations for veterans. *Topics:* Farm management — general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; statistics.

**VAC/VLA-120** *Formerly Identified as:* VAC-240

**Rescission and Resale**

*Description:* Includes records relating to rescissions, voluntary or involuntary, on contract agreements administered by the director, *Veterans Land Act* and sale of reverted properties. *Topics:* Rescission of contract agreements — general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; submissions to council.

**VAC/VLA-125** *Formerly Identified as:* VAC-250

**Insurance**

*Description:* Includes records relating to insurance, group — life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. *Topics:* Insurance — general; mortgage clause;

## DEPARTMENT OF VETERANS AFFAIRS

liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance.

### Canadian Pension Commission

VAC/CPC-005 *Formerly Identified as:* CPC-10

#### Canadian Pension Commission — General

*Description:* The Canadian Pension Commission in general and the procedures for an award and the determination of entitlement. *Topics:* Canadian Pension Commission — general; duties and powers of the Chairman and the Commission, types of appointments; trust funds (by name of trust fund); gallantry awards; procedure for application and entitlement for pension; procedure for further applications; procedure for further hearings — assessment and entitlement board hearings; benefit of doubt; pensioners living outside Canada; reparation claims; liaison with respect to pension matters with Department of National Defence, Department of External Affairs and certain countries; liaison with veterans organizations and other organizations (e.g., Canadian National Institute for the Blind).

VAC/CPC-010 *Formerly Identified as:* CPC-20

#### Pensions — General

*Description:* Pensions for disabilities or death incurred during First World War, Second World War, peacetime service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Eligibility (nature of service); disabilities for which pension awarded (by name of disability); injuries, disease deemed to have arisen out of military service; consequential disability, payments — initial, cessation, unclaimed, final; medical condition on enlistment; documentary evidence; improper conduct; rates — Schedules A and B; recoverable compensation; imprisonment; mis-representation, fraud (penalties); income tax; prisoners of war, evaders, escapees; compassionate awards (meritorious); other income; statistics on applications and decisions for disability pension.

VAC/CPC-015 *Formerly Identified as:* CPC-30

#### Pensions for Death

*Description:* Awarding pensions to widows and other dependants of a deceased pensioner. *Topics:* Pension to widow — general; definition of “widow”; proportionate pensions to widows; marital status; entitlement for pension after death of veteran; review of assessment after death; pensions for other dependants (parents, brothers, sisters); date from which pension payable; cancellations and discontinuances; restoration of pension; one pension only; apportionment of pension; *Dominion Succession Duty Act*; Estates Tax; Schedule “B” rate.

VAC/CPC-020 *Formerly Identified as:* CPC-40

#### Pensions for Disabilities

*Description:* Assessment and payment of compensation for pensionable disabilities. *Topics:* Extent of disability; tuberculosis; paired organ or limb; medical examination; restoration of pension; date pension payable; administered pensions; payment of pension to others; sickness and burial expenses; allowances — attendance, clothing and exceptional incapacity; refusal to undergo medical or surgical treatment; table of disabilities.

VAC/CPC-025 *Formerly Identified as:* CPC-50

#### Supplementary Pensions

*Description:* Provisions for supplementary pension to certain members of Allied Forces. *Topics:* Supplementary pension — general; qualification; benefits extended; Newfoundland domicile; maximum award from other country; South African War Pensions — widows Northwest Rebellion pensions; co-operation and liaison with other countries.

VAC/CPC-030 *Formerly Identified as:* CPC-60

#### Children's Benefits

*Description:* Pensions and allowances for children of pensioners. *Topics:* Children's benefits — general; age limit; extensions — physical or mental infirmity, educational; marriage of child; adopted/foster children; payment of child's pension; children of deceased pensioners; proportionate pension for child; additional pension continued in certain circumstances.

VAC/CPC-035 *Formerly Identified as:* CPC-70

#### Civilian Pensions and Allowances

*Description:* Civilian pensions and allowances attributable to service during the Second World War in certain organizations or types of employment closely associated with the Armed Forces, and the adjudication of pension claims for civilians under various other measures. *Topics:* Civilian War Pensions and Allowances — general; merchant seamen and dependants; saltwater fishermen; the vessel “S.S. Silver Park”; Rescue Tug Service; Corps of Canadian Fire Fighters; civil defence workers; auxiliary services (by name); Royal Canadian Mounted Police — general, Special Constable Guards; Transport Command — Royal Air Force; miscellaneous air services; Red Cross workers in the Far East; Voluntary Aid Detachment; Defence Research Board; Defence Compensation Regulations; flying accidents; special operators; civilian employees of the government of Canada; penitentiary inmates accident compensation; Halifax Relief Commission; Special Indemnity Plan for Spouses of Canadian Forces Attachés.

### Bureau of Pensions Advocates

VAC/BPA-005 *Formerly Identified as:* BPA-10

#### Bureau of Pensions Advocates — General

*Description:* Includes records relating to pension and War Veterans Allowance adjudication and to veterans organizations. *Topics:* Liaison with the Canadian Pension Commission relating to pension applications and appeals; liaison with the Pension Review Board relating to pension appeals; liaison with the War Veterans Allowance Board relating to allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeals; client representation in cases of adverse interest.

VAC/BPA-010 *Formerly Identified as:* BPA-20

#### Reference, Research and Precedents

*Description:* Includes records relating to pension and allowance eligibility based on various medical conditions and/or military service, including precedents. *Topics:* Medical correspondence (by year); Medical Retrieval System; Medical conditions (by type); Military Service; EDP records of applications and appeals grouped by medical condition; copies of precedents (by year); records on appeals to War Veterans Allowance Board.

### Pension Review Board

VAC/PRB-005 *Formerly Identified as:* PRB-10

#### Pension Review Board — General

*Description:* Includes records relating to the adjudicating process of the Board; appeals from decisions of the Canadian Pension Entitlement and Assessment Board; and interpretation of the *Pension Act*. *Topics:* Pension Review Board — General; hearings — general; rules of procedure; liaison with veteran organizations (filed by name of organization); interpretations of the *Pension Act* (by sections); procedures for rescinding or amending Board decisions; appointment of Chairman and Members; statistics.

## DEPARTMENT OF VETERANS AFFAIRS

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### War Veterans Allowance Board

VAC/WVA-005 *Formerly Identified as:* WVAB-10

#### War Veterans Allowance Board — General

*Description:* Information on the War Veterans Allowance Board in general, the role of the Board, legal opinions, Board procedures, complaints and enquiries and Board meetings. *Topics:* War Veterans Allowance Board — general; appeals, adjudications and decisions; WVAB procedures and auditor general; complaints and enquiries; legal opinions.

VAC/WVA-010 *Formerly Identified as:* WVAB-20

#### War Veterans and Civilian War Pensions Allowances — General

*Description:* Records relating to adjudication of allowances for persons (including spouses); adjudication deals with service eligibility, age and medical status, civil and domestic status, casual earnings. Also included are records relating to reports and statistics, studies and surveys as well as research papers. *Topics:* Eligibility — general; eligibility — age; residence and medical; eligibility — service requirements; income — general; income — casual earnings; income — social assistance; allowances — general; allowances — overpayment; reports and statistics; research; studies; surveys.





# **YUKON TERRITORY WATER BOARD**

## **Chapter 102**

# YUKON TERRITORY WATER BOARD

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YUKON TERRITORY WATER BOARD  
(YTW)

005 Water Use Register  
010 Water Use Application File  
015 Licence Files

CHAIRMAN  
YUKON TERRITORY WATER  
BOARD  
200-4114 4th AVENUE  
WHITEHORSE, YUKON  
Y1A 4N7



# YUKON TERRITORY WATER BOARD

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## Background

The Yukon Territory Water Board is a nine-member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface and sub-surface water resources.

Three of the nine appointed members are chosen officials from three federal government departments with specific interests in protecting the water resources in the Yukon. These departments are Indian Affairs and Northern Development, Environment Canada, and Health and Welfare Canada. Of the remaining six members, three are nominated by the government of the Yukon Territory for appointment by the Minister; the other three are appointed at the discretion of the Minister. This selection procedure ensures that the Board is representative of Yukoners in general. The chairman of the Board is appointed by the Minister.

## Laws and Regulations

- Northern Inland Waters Act, 1970, Regulations approved by Governor-in-Council in 1972

## Overall Responsibilities

Under the authority of the *Northern Inland Waters Act*, the Board regulates the use of water through the issuance of Water Use Licences.

Water Use Licences are issued for hard rock mining hydropower generation, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing, and advertised in the Canada Gazette and local newspapers; at the hearing the case is presented by the applicant before the Board; in addition, members of the public who have submitted a written notice of intention to intervene before the hearing may present arguments for or against the issuance of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, the hearing is cancelled, the Board considers the application without public input, and a licence is either issued or denied. A licence drafted by the Board generally contains terms and conditions which

reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

The regional manager, Water Resources, Yukon Region, Department of Indian Affairs and Northern Development, enforces the terms and conditions of Water Use Licences. The manager and his staff also serve as technical advisors to the Board.

## Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Chairman  
Yukon Territory Water Board  
200-4114 4th Avenue  
Whitehorse, Yukon  
Y1A 4N7  
Telephone: (403) 668-4884

## Classes of Records

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YTW/YTW-005 *Formerly Identified as:* YTWB-10

### Water Use Register

*Description:* Official Water Use Register. *Topics:* Water Use Licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant; reasons for decision, and terms and conditions of the issued licence.

YTW/YTW-010 *Formerly Identified as:* YTWB-20

### Water Use Application File

*Description:* Application forms describing the project, proposed water use, correspondence between the Board and applicant.

YTW/YTW-015 *Formerly Identified as:* YTWB-30

### Licence Files

*Description:* Correspondence and other information on licences issued, such as documentation on monitoring programs and compliance with licence terms, in addition to that contained in the Water Use Register.



**V. CROSS-REFERENCE INDEX OF NEW  
AND FORMER IDENTIFIERS**





## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
AECB-10.....	AEC/SEC-005	AGR-1080.....	DOA/PFA-535
AECB-100.....	AEC/DRR-050	AGR-1090.....	DOA/PFA-540
AECB-110.....	AEC/DRR-055	AGR-110.....	DOA/FPI-055
AECB-120.....	AEC/DRR-060	AGR-1100.....	DOA/PFA-545
AECB-130.....	AEC/DRR-065	AGR-1110.....	DOA/PFA-550
AECB-140.....	AEC/DRR-070	AGR-1120.....	DOA/PFA-555
AECB-150.....	AEC/DRR-075	AGR-1130.....	DOA/PFA-560
AECB-160.....	AEC/DRR-080	AGR-120.....	DOA/FPI-060
AECB-170.....	AEC/DRR-085	AGR-130.....	DOA/FPI-065
AECB-180.....	AEC/ASB-090	AGR-140.....	DOA/FPI-070
AECB-190.....	AEC/ASB-095	AGR-150.....	DOA/FPI-075
AECB-20.....	AEC/SEC-010	AGR-160.....	DOA/FPI-080
AECB-200.....	AEC/ASB-100	AGR-170.....	DOA/FPI-085
AECB-210.....	AEC/ASB-105	AGR-180.....	DOA/FPI-090
AECB-220.....	AEC/ASB-110	AGR-190.....	DOA/FPI-095
AECB-230.....	AEC/ASB-115	AGR-20.....	DOA/FPI-010
AECB-240.....	AEC/FCM-120	AGR-200.....	DOA/FPI-100
AECB-250.....	AEC/FCM-125	AGR-210.....	DOA/FPI-105
AECB-260.....	AEC/FCM-130	AGR-220.....	DOA/FPI-110
AECB-270.....	AEC/FCM-135	AGR-230.....	DOA/FPI-130
AECB-280.....	AEC/FCM-140	AGR-240.....	DOA/FPI-135
AECB-290.....	AEC/FCM-145	AGR-250.....	DOA/FPI-140
AECB-30.....	AEC/SEC-015	AGR-260.....	DOA/FPI-145
AECB-300.....	AEC/FCM-150	AGR-270.....	DOA/FPI-150
AECB-310.....	AEC/FCM-155	AGR-280.....	DOA/FPI-115
AECB-320.....	AEC/FCM-160	AGR-290.....	DOA/FPI-120
AECB-330.....	AEC/FCM-165	AGR-30.....	DOA/FPI-015
AECB-340.....	AEC/FCM-170	AGR-300.....	DOA/FPI-125
AECB-350.....	AEC/FCM-175	AGR-310.....	DOA/FPI-155
AECB-360.....	AEC/FCM-180	AGR-320.....	DOA/FPI-160
AECB-370.....	AEC/FCM-185	AGR-330.....	DOA/FPI-165
AECB-380.....	AEC/FCM-190	AGR-340.....	DOA/FPI-170
AECB-390.....	AEC/FCM-195	AGR-350.....	DOA/FPI-180
AECB-40.....	AEC/SEC-020	AGR-360.....	DOA/FPI-185
AECB-400.....	AEC/FCM-200	AGR-370.....	DOA/FPI-190
AECB-410.....	AEC/PAB-205	AGR-380.....	DOA/RBR-195
AECB-420.....	AEC/PAB-210	AGR-390.....	DOA/RBR-200
AECB-430.....	AEC/PAB-215	AGR-40.....	DOA/FPI-020
AECB-440.....	AEC/PAB-220	AGR-400.....	DOA/RBR-205
AECB-450.....	AEC/PAB-225	AGR-410.....	DOA/RBR-210
AECB-460.....	AEC/PAB-230	AGR-420.....	DOA/RBR-215
AECB-470.....	AEC/PAB-235	AGR-440.....	DOA/RBR-220
AECB-480.....	AEC/PAB-240	AGR-450.....	DOA/RBR-225
AECB-490.....	AEC/RRB-245	AGR-460.....	DOA/RBR-230
AECB-50.....	AEC/SEC-025	AGR-470.....	DOA/RBR-235
AECB-510.....	AEC/RRB-250	AGR-480.....	DOA/RBR-240
AECB-520.....	AEC/RRB-255	AGR-490.....	DOA/RBR-245
AECB-530.....	AEC/RRB-260	AGR-50.....	DOA/FPI-025
AECB-60.....	AEC/DRR-030	AGR-500.....	DOA/MAE-255
AECB-70.....	AEC/DRR-035	AGR-510.....	DOA/MAE-260
AECB-80.....	AEC/DRR-040	AGR-520.....	DOA/MAE-265
AECB-90.....	AEC/DRR-045	AGR-530.....	DOA/MAE-270
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AGR-1020.....	DOA/PFA-505	AGR-590.....	DOA/MAE-295
AGR-1030.....	DOA/PFA-510	AGR-60.....	DOA/FPI-030
AGR-1040.....	DOA/PFA-515	AGR-600.....	DOA/MAE-300
AGR-1050.....	DOA/PFA-520	AGR-610.....	DOA/MAE-305
AGR-1060.....	DOA/PFA-525	AGR-620.....	DOA/MAE-310
AGR-1070.....	DOA/PFA-530	AGR-630.....	DOA/MAE-315

# CLASS OF RECORDS CROSS-REFERENCE

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1984 Number	1985 Number	1984 Number	1985 Number
AGR-640 .....	DOA/MAE-320	BC-220 .....	BOC/RES-090
AGR-650 .....	DOA/MAE-325	BC-230 .....	BOC/RES-095
AGR-660 .....	DOA/MAE-330	BC-280 .....	BOC/MFA-100
AGR-670 .....	DOA/RDB-420	BC-290 .....	BOC/MFA-105
AGR-680 .....	DOA/RDB-425	BC-30 .....	BOC/SEC-015
AGR-690 .....	DOA/RDB-430	BC-300 .....	BOC/MFA-110
AGR-70 .....	DOA/FPI-035	BC-310 .....	BOC/MFA-115
AGR-700 .....	DOA/RDB-435	BC-320 .....	BOC/MFA-120
AGR-710 .....	DOA/RDB-440	BC-330 .....	BOC/MFA-125
AGR-720 .....	DOA/RDB-445	BC-340 .....	BOC/MFA-130
AGR-730 .....	DOA/RDB-450	BC-350 .....	BOC/MFA-135
AGR-740 .....	DOA/RDB-455	BC-360 .....	BOC/MFA-140
AGR-750 .....	DOA/RDB-460	BC-370 .....	BOC/MFA-145
AGR-760 .....	DOA/RDB-465	BC-380 .....	BOC/MFA-150
AGR-770 .....	DOA/RDB-470	BC-390 .....	BOC/MFA-155
AGR-780 .....	DOA/RDB-475	BC-40 .....	BOC/SEC-020
AGR-790 .....	DOA/SDM-375	BC-400 .....	BOC/MFA-160
AGR-80 .....	DOA/FPI-040	BC-410 .....	BOC/MFA-165
AGR-800 .....	DOA/SDM-390	BC-420 .....	BOC/MFA-170
AGR-810 .....	DOA/SDM-395	BC-470 .....	BOC/INT-175
AGR-820 .....	DOA/SDM-400	BC-480 .....	BOC/INT-180
AGR-840 .....	DOA/RDB-480	BC-490 .....	BOC/INT-185
AGR-850 .....	DOA/RDB-485	BC-50 .....	BOC/SEC-025
AGR-860 .....	DOA/RDB-490	BC-500 .....	BOC/INT-190
AGR-870 .....	DOA/RDB-495	BC-510 .....	BOC/INT-195
AGR-880 .....	DOA/SDM-380	BC-520 .....	BOC/INT-200
AGR-890 .....	DOA/RDB-500	BC-530 .....	BOC/INT-205
AGR-90 .....	DOA/FPI-045	BC-540 .....	BOC/INT-210
AGR-900 .....	DOA/SDM-385	BC-550 .....	BOC/INT-215
AGR-910 .....	DOA/SDM-405	BC-560 .....	BOC/INT-220
AGR-920 .....	DOA/SDM-415	BC-570 .....	BOC/INT-225
AGR-930 .....	DOA/SDM-410	BC-580 .....	BOC/INT-230
AGR-940 .....	DOA/COM-335	BC-590 .....	BOC/INT-235
AGR-950 .....	DOA/COM-340	BC-60 .....	BOC/SEC-030
AGR-960 .....	DOA/SDM-345	BC-600 .....	BOC/INT-240
AGR-970 .....	DOA/SDM-350	BC-610 .....	BOC/INT-245
AGR-980 .....	DOA/SDM-355	BC-620 .....	BOC/INT-250
AGR-990 .....	DOA/SDM-360	BC-630 .....	BOC/INT-255
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APA-20 .....	APA/OPD-010	BC-650 .....	BOC/INT-265
APB-10 .....	DOA/APB-590	BC-70 .....	BOC/SEC-035
ARL-10 .....	NRC/ARL-030	BC-700 .....	BOC/DBD-270
ARL-20 .....	NRC/ARL-035	BC-710 .....	BOC/DBD-275
ARL-30 .....	NRC/ARL-040	BC-720 .....	BOC/DBD-280
ARL-50 .....	NRC/ARL-045	BC-730 .....	BOC/DBD-285
ARL-60 .....	NRC/ARL-050	BC-740 .....	BOC/DBD-290
ARL-70 .....	NRC/ARL-055	BC-750 .....	BOC/DBD-295
ARL-90 .....	NRC/ARL-060	BC-760 .....	BOC/DBD-300
ASB-10 .....	DOA/ASB-595	BC-80 .....	BOC/SEC-040
ASB-20 .....	DOA/ASB-600	BC-810 .....	BOC/PDD-305
AT-10 .....	CIT/CIT-005	BC-820 .....	BOC/PDD-310
AT-20 .....	CIT/CIT-010	BC-830 .....	BOC/PDD-315
BC-10 .....	BOC/SEC-005	BC-840 .....	BOC/PDD-320
BC-100 .....	BOC/SEC-050	BC-850 .....	BOC/PDD-325
BC-110 .....	BOC/SEC-055	BC-860 .....	BOC/PDD-330
BC-120 .....	BOC/SEC-060	BC-870 .....	BOC/PDD-335
BC-130 .....	BOC/SEC-065	BC-90 .....	BOC/SEC-045
BC-140 .....	BOC/SEC-070	BC-920 .....	BOC/COM-340
BC-190 .....	BOC/RES-075	BC-930 .....	BOC/COM-345
BC-20 .....	BOC/SEC-010	BIOSCI-10 .....	NRC/BSC-065
BC-200 .....	BOC/RES-080	BIOSCI-100 .....	NRC/BSC-110
BC-210 .....	BOC/RES-085	BIOSCI-110 .....	NRC/BSC-115



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
BIOSCI-120 .....	NRC/BSC-120	CCA-171 .....	CCA/BCA-065
BIOSCI-130 .....	NRC/BSC-125	CCA-180 .....	CCA/BCA-070
BIOSCI-140 .....	NRC/BSC-130	CCA-190 .....	CCA/BCA-075
BIOSCI-20 .....	NRC/BSC-070	CCA-20 .....	CCA/BCA-010
BIOSCI-30 .....	NRC/BSC-075	CCA-200 .....	CCA/BCA-080
BIOSCI-40 .....	NRC/BSC-080	CCA-21 .....	CCA/BCA-015
BIOSCI-50 .....	NRC/BSC-085	CCA-210 .....	CCA/COA-085
BIOSCI-60 .....	NRC/BSC-090	CCA-211 .....	CCA/COA-090
BIOSCI-70 .....	NRC/BSC-095	CCA-212 .....	CCA/COA-095
BIOSCI-80 .....	NRC/BSC-100	CCA-22 .....	CCA/BCA-020
BIOSCI-90 .....	NRC/BSC-105	CCA-221 .....	CCA/COA-100
BPA-10 .....	VAC/BPA-005	CCA-222 .....	CCA/COA-105
BPA-20 .....	VAC/BPA-010	CCA-270 .....	CCA/BCP-110
CACSW-10 .....	ASW/RES-005	CCA-280 .....	CCA/BCP-115
CACSW-20 .....	ASW/RES-010	CCA-290 .....	CCA/BCP-120
CACSW-30 .....	ASW/RES-015	CCA-291 .....	CCA/BPC-125
CACSW-40 .....	ASW/RES-020	CCA-292 .....	CCA/BPC-130
CACSW-50 .....	ASW/RES-025	CCA-293 .....	CCA/BPC-135
CACSW-60 .....	ASW/RES-030	CCA-294 .....	CCA/BPC-140
CACSW-70 .....	ASW/RES-035	CCA-295 .....	CCA/BPC-145
CC-10 .....	CAC/ART-005	CCA-296 .....	CCA/BPC-150
CC-10 .....	NRC/FIN-740	CCA-297 .....	CCA/BPC-155
CC-100 .....	CAC/AAS-050	CCA-300 .....	CCA/DRG-165
CC-110 .....	CAC/DAS-055	CCA-310 .....	CCA/DRG-170
CC-120 .....	CAC/DAS-060	CCA-320 .....	CCA/UFF-175
CC-130 .....	CAC/EXP-065	CCA-330 .....	CCA/BPC-160
CC-140 .....	CAC/EXP-070	CCA-40 .....	CCA/BCA-025
CC-150 .....	CAC/MAS-075	CCC-10 .....	CCC/CCC-005
CC-160 .....	CAC/MAS-080	CCOHS-10 .....	OHS/ISS-005
CC-170 .....	CAC/MAS-085	CCOHS-20 .....	OHS/TES-010
CC-180 .....	CAC/MAS-090	CCOHS-30 .....	OHS/TES-015
CC-190 .....	CAC/MUS-095	CCOHS-40 .....	OHS/TES-20
CC-20 .....	CAC/ART-010	CCOHS-50 .....	OHS/TES-025
CC-200 .....	CAC/MUS-100	CCOHS-60 .....	OHS/TES-030
CC-210 .....	CAC/THS-105	CCOHS-70 .....	OHS/TES-035
CC-220 .....	CAC/THS-110	CCOHS-80 .....	OHS/DOS-040
CC-230 .....	CAC/TOO-115	CCPERB-10 .....	CPE/CPI-005
CC-240 .....	CAC/TOO-120	CCSS-10 .....	NRC/CCS-140
CC-250 .....	CAC/TOO-125	CCSS-10 .....	NRC/BRI-135
CC-260 .....	CAC/TOO-130	CCSS-20 .....	NRC/CCS-145
CC-270 .....	CAC/TOO-135	CCSS-30 .....	NRC/CCS-150
CC-280 .....	CAC/TOO-140	CCSS-40 .....	NRC/CCS-155
CC-290 .....	CAC/VAS-145	CCSS-50 .....	NRC/CCS-160
CC-30 .....	CAC/ART-015	CCSS-60 .....	NRC/CCS-161
CC-300 .....	CAC/VAS-150	CDC-10 .....	CDC/COM-005
CC-310 .....	CAC/ARB-155	CDC-100 .....	CDC/SOP-055
CC-320 .....	CAC/WPS-160	CDC-110 .....	CDC/SOP-060
CC-330 .....	CAC/WPS-165	CDC-120 .....	CDC/MOP-065
CC-40 .....	CAC/ART-020	CDC-130 .....	CDC/MOP-070
CC-50 .....	CAC/AAS-025	CDC-140 .....	CDC/MOP-075
CC-60 .....	CAC/AAS-030	CDC-150 .....	CDC/MOP-080
CC-70 .....	CAC/AAS-035	CDC-160 .....	CDC/MOP-085
CC-80 .....	CAC/AAS-040	CDC-170 .....	CDC/MOP-090
CC-90 .....	CAC/AAS-045	CDC-180 .....	CDC/MOP-095
CCA-10 .....	CCA/BCA-005	CDC-190 .....	CDC/MOP-100
CCA-100 .....	CCA/BCA-030	CDC-20 .....	CDC/COM-010
CCA-120 .....	CCA/BCA-035	CDC-30 .....	CDC/COM-015
CCA-130 .....	CCA/BCA-040	CDC-40 .....	CDC/COM-020
CCA-140 .....	CCA/BCA-045	CDC-50 .....	CDC/COM-025
CCA-150 .....	CCA/BCA-050	CDC-55 .....	CDC/PEC-030
CCA-160 .....	CCA/BCA-055	CDC-60 .....	CDC/SOP-035
CCA-170 .....	CCA/BCA-060	CDC-70 .....	CDC/SOP-040

# CLASS OF RECORDS CROSS-REFERENCE

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1984 Number	1985 Number	1984 Number	1985 Number
CDC-80.....	CDC/SOP-045	CIDA-1160.....	IDA/BFD-635
CDC-90.....	CDC/SOP-050	CIDA-1170.....	IDA/BFD-640
CFDC-10.....	CFD/ADM-005	CIDA-1180.....	IDA/BFD-645
CFDC-20.....	CFD/ADM-010	CIDA-1190.....	IDA/BFD-650
CFDC-30.....	CFD/DAM-020	CIDA-120.....	IDA/YVP-050
CFDC-40.....	CFD/DAM-025	CIDA-1200.....	IDA/BFD-655
CFDC-50.....	CFD/PRO-015	CIDA-1210.....	IDA/BFD-660
CGC-10.....	DOA/CGC-565	CIDA-1220.....	IDA/BFD-665
CGC-20.....	DOA/CGC-570	CIDA-1240.....	IDA/BFD-670
CGC-30.....	DOA/CGC-575	CIDA-1250.....	IDA/BFD-675
CGC-40.....	DOA/CGC-580	CIDA-1260.....	IDA/BFD-680
CGC-50.....	DOA/CGC-585	CIDA-1270.....	IDA/BFD-685
CHEM-10.....	NRC/DCH-165	CIDA-1280.....	IDA/RVP-720
CHEM-100.....	NRC/DCH-210	CIDA-1290.....	IDA/RVP-725
CHEM-110.....	NRC/DCH-215	CIDA-130.....	IDA/YVP-055
CHEM-120.....	NRC/DCH-220	CIDA-1300.....	IDA/RVP-730
CHEM-130.....	NRC/DCH-225	CIDA-1310.....	IDA/RVP-735
CHEM-140.....	NRC/DCH-230	CIDA-1320.....	IDA/RVP-740
CHEM-150.....	NRC/DCH-235	CIDA-1321.....	IDA/RVP-745
CHEM-160.....	NRC/DCH-240	CIDA-1330.....	IDA/RVP-750
CHEM-170.....	NRC/DCH-245	CIDA-1340.....	IDA/RVP-755
CHEM-20.....	NRC/DCH-170	CIDA-1350.....	IDA/RVP-760
CHEM-30.....	NRC/DCH-175	CIDA-1360.....	IDA/RVP-765
CHEM-40.....	NRC/DCH-180	CIDA-1370.....	IDA/RVP-770
CHEM-50.....	NRC/DCH-185	CIDA-1380.....	IDA/RVP-775
CHEM-60.....	NRC/DCH-190	CIDA-1390.....	IDA/RVP-780
CHEM-70.....	NRC/DCH-195	CIDA-140.....	IDA/YVP-060
CHEM-80.....	NRC/DCH-200	CIDA-1400.....	IDA/RVP-785
CHEM-90.....	NRC/DCH-205	CIDA-1401.....	IDA/RVP-790
CHRC-10.....	HRC/RPB-010	CIDA-1410.....	IDA/RVP-795
CHRC-20.....	HRC/PPB-030	CIDA-1411.....	IDA/RVP-800
CHRC-30.....	HRC/PPB-035	CIDA-1412.....	IDA/RDG-710
CHRC-40.....	HRC/PPB-040	CIDA-1430.....	IDA/RDG-705
CHRC-50.....	HRC/CCB-015	CIDA-1440.....	IDA/RDG-700
CHRC-70.....	HRC/CCB-020	CIDA-1450.....	IDA/RDG-701
CHRC-80.....	HRC/CCB-025	CIDA-1460.....	IDA/RDG-690
CIDA-10.....	IDA/YVP-005	CIDA-160.....	IDA/YVP-065
CIDA-100.....	IDA/YVP-040	CIDA-170.....	IDA/YVP-070
CIDA-1000.....	IDA/BCD-520	CIDA-190.....	IDA/YVP-075
CIDA-1010.....	IDA/BCD-525	CIDA-20.....	IDA/YVP-010
CIDA-1020.....	IDA/BCD-530	CIDA-200.....	IDA/YVP-080
CIDA-1021.....	IDA/BCD-535	CIDA-220.....	IDA/YVP-085
CIDA-1022.....	IDA/BCD-540	CIDA-240.....	IDA/MVP-120
CIDA-1023.....	IDA/BCD-545	CIDA-250.....	IDA/MVP-125
CIDA-1024.....	IDA/BCD-550	CIDA-260.....	IDA/MVP-130
CIDA-1025.....	IDA/BCD-555	CIDA-270.....	IDA/MVP-135
CIDA-1026.....	IDA/BCD-560	CIDA-280.....	IDA/MVP-140
CIDA-1027.....	IDA/BCD-565	CIDA-290.....	IDA/MVP-145
CIDA-1030.....	IDA/BFD-570	CIDA-30.....	IDA/YVP-015
CIDA-1040.....	IDA/BFD-575	CIDA-300.....	IDA/MVP-150
CIDA-1050.....	IDA/BFD-580	CIDA-310.....	IDA/MVP-155
CIDA-1060.....	IDA/BFD-585	CIDA-320.....	IDA/MVP-160
CIDA-1070.....	IDA/BFD-590	CIDA-330.....	IDA/MVP-165
CIDA-1080.....	IDA/BFD-595	CIDA-340.....	IDA/MVP-170
CIDA-1090.....	IDA/BFD-600	CIDA-350.....	IDA/MVP-175
CIDA-110.....	IDA/YVP-045	CIDA-360.....	IDA/MVP-180
CIDA-1100.....	IDA/BFD-605	CIDA-370.....	IDA/MVP-185
CIDA-1110.....	IDA/BFD-610	CIDA-380.....	IDA/MVP-190
CIDA-1120.....	IDA/BFD-615	CIDA-390.....	IDA/MVP-195
CIDA-1130.....	IDA/BFD-620	CIDA-400.....	IDA/MVP-200
CIDA-1140.....	IDA/BFD-625	CIDA-410.....	IDA/MVP-205
CIDA-1150.....	IDA/BFD-630	CIDA-420.....	IDA/MVP-210



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
CIDA-430.....	IDA/MVP-215	CIDA-970.....	IDA/BCD-505
CIDA-440.....	IDA/SVP-220	CIDA-980.....	IDA/BCD-510
CIDA-450.....	IDA/SVP-225	CIDA-990.....	IDA/BCD-515
CIDA-460.....	IDA/SVP-230	CISTI-10.....	NRC/TTR-660
CIDA-461.....	IDA/SVP-235	CISTI-20.....	NRC/TTR-665
CIDA-470.....	IDA/SVP-240	CISTI-30.....	NRC/TTR-670
CIDA-480.....	IDA/SVP-245	CISTI-40.....	NRC/TTR-675
CIDA-490.....	IDA/SVP-250	CISTI-50.....	NRC/TTR-680
CIDA-50.....	IDA/YVP-020	CISTI-60.....	NRC/TTR-685
CIDA-500.....	IDA/SVP-255	CISTI-70.....	NRC/TTR-690
CIDA-510.....	IDA/SVP-260	CISTI-80.....	NRC/TTR-695
CIDA-530.....	IDA/SVP-265	CISTI-90.....	NRC/TTR-700
CIDA-540.....	IDA/BSD-270	CLRB-10.....	CLR/OPS-005
CIDA-550.....	IDA/BSD-275	CLRB-20.....	CLR/OPS-010
CIDA-560.....	IDA/BSD-280	CLRB-30.....	CLR/OPS-015
CIDA-570.....	IDA/BSD-285	CLRB-40.....	CLR/OPS-020
CIDA-580.....	IDA/BSD-290	CLRB-50.....	CLR/OPS-025
CIDA-590.....	IDA/BSD-295	CLRB-60.....	CLR/OPS-030
CIDA-600.....	IDA/BSD-300	CLRB-70.....	CLR/OPS-035
CIDA-610.....	IDA/BSD-305	CMHC-10.....	CMH/GCC-020
CIDA-620.....	IDA/BSD-310	CMHC-100.....	CMH/PSO-045
CIDA-630.....	IDA/BSD-315	CMHC-110.....	CMH/PSO-050
CIDA-640.....	IDA/BSD-320	CMHC-120.....	CMH/PSO-055
CIDA-650.....	IDA/BSD-325	CMHC-130.....	CMH/PSO-060
CIDA-660.....	IDA/BSD-330	CMHC-140.....	CMH/PSO-065
CIDA-661.....	IDA/BSD-335	CMHC-150.....	CMH/PSO-070
CIDA-670.....	IDA/BMD-340	CMHC-160.....	CMH/PSO-075
CIDA-680.....	IDA/BMD-345	CMHC-170.....	CMH/PSO-080
CIDA-690.....	IDA/BMD-350	CMHC-180.....	CMH/PSO-085
CIDA-70.....	IDA/YVP-025	CMHC-190.....	CMH/PSO-090
CIDA-700.....	IDA/BMD-355	CMHC-20.....	CMH/GCC-025
CIDA-710.....	IDA/BMD-360	CMHC-200.....	CMH/PSO-095
CIDA-720.....	IDA/BMD-365	CMHC-210.....	CMH/PSO-100
CIDA-730.....	IDA/BMD-370	CMHC-220.....	CMH/CTS-340
CIDA-740.....	IDA/BMD-375	CMHC-230.....	CMH/NOS-165
CIDA-750.....	IDA/BMD-380	CMHC-240.....	CMH/NOS-170
CIDA-760.....	IDA/BMD-385	CMHC-250.....	CMH/NOS-175
CIDA-770.....	IDA/BMD-390	CMHC-260.....	CMH/ISO-105
CIDA-780.....	IDA/BMD-395	CMHC-270.....	CMH/ISO-110
CIDA-790.....	IDA/BMD-400	CMHC-280.....	CMH/ISO-115
CIDA-80.....	IDA/YVP-030	CMHC-290.....	CMH/ISO-145
CIDA-800.....	IDA/BMD-405	CMHC-30.....	CMH/GCC-030
CIDA-810.....	IDA/BMD-410	CMHC-300.....	CMH/ISO-120
CIDA-820.....	IDA/BMD-415	CMHC-310.....	CMH/ISO-125
CIDA-830.....	IDA/BMD-420	CMHC-320.....	CMH/ISO-130
CIDA-840.....	IDA/BMD-425	CMHC-330.....	CMH/ISO-150
CIDA-850.....	IDA/BMD-430	CMHC-340.....	CMH/ISO-155
CIDA-860.....	IDA/BMD-435	CMHC-350.....	CMH/ISO-135
CIDA-861.....	IDA/BMD-440	CMHC-360.....	CMH/ISO-140
CIDA-862.....	IDA/BMD-445	CMHC-370.....	CMH/PDR-180
CIDA-870.....	IDA/BCD-450	CMHC-380.....	CMH/PDR-185
CIDA-871.....	IDA/BCD-455	CMHC-390.....	CMH/PDR-195
CIDA-880.....	IDA/BCD-460	CMHC-40.....	CMH/GCC-035
CIDA-890.....	IDA/BCD-465	CMHC-41.....	CMH/GCC-040
CIDA-90.....	IDA/YVP-035	CMHC-410.....	CMH/PDR-200
CIDA-900.....	IDA/BCD-470	CMHC-441.....	CMH/PDR-225
CIDA-910.....	IDA/BCD-475	CMHC-442.....	CMH/PDR-205
CIDA-920.....	IDA/BCD-480	CMHC-443.....	CMH/PDR-210
CIDA-930.....	IDA/BCD-485	CMHC-444.....	CMH/PDR-215
CIDA-940.....	IDA/BCD-490	CMHC-445.....	CMH/PDR-220
CIDA-950.....	IDA/BCD-495	CMHC-450.....	CMH/PDR-230
CIDA-960.....	IDA/BCD-500	CMHC-470.....	CMH/PDR-235



# CLASS OF RECORDS CROSS-REFERENCE

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1984 Number	1985 Number	1984 Number	1985 Number
CMHC-472	CMH/FMI-240	CRTC-60	CRT/BRO-020
CMHC-474	CMH/FMI-245	CRTC-70	CRT/COR-065
CMHC-476	CMH/FMI-250	CRTC-80	CRT/BRO-025
CMHC-478	CMH/FMI-255	CRTC-90	CRT/BRO-030
CMHC-480	CMH/FMI-260	CSC-10	CPS/COM-005
CMHC-490	CMH/FMI-265	CSC-100	CPS/EAP-050
CMHC-491	CMH/FMI-270	CSC-110	CPS/EAP-055
CMHC-492	CMH/FMI-275	CSC-120	CPS/EAP-060
CMHC-493	CMH/FMI-280	CSC-130	CPS/EAP-065
CMHC-494	CMH/FMI-285	CSC-140	CPS/EAP-070
CMHC-495	CMH/FMI-290	CSC-150	CPS/EAP-075
CMHC-496	CMH/FMI-295	CSC-160	CPS/EAP-080
CMHC-50	CMH/OAD-320	CSC-170	CPS/EAP-085
CMHC-500	CMH/ODS-300	CSC-180	CPS/FSD-090
CMHC-510	CMH/ODS-305	CSC-190	CPS/MMD-095
CMHC-520	CMH/ODS-310	CSC-20	CPS/COM-010
CMHC-530	CMH/ODS-315	CSC-200	CPS/MMD-100
CMHC-540	CMH/GCC-005	CSC-210	CPS/MMD-105
CMHC-550	CMH/GCC-010	CSC-220	CPS/MMD-110
CMHC-560	CMH/GCC-015	CSC-230	CPS/MMD-115
CMHC-60	CMH/OAD-325	CSC-240	CPS/MMD-120
CMHC-650	CMH/CTS-345	CSC-250	CPS/IGB-125
CMHC-670	CMH/CTS-350	CSC-260	CPS/SDC-130
CMHC-680	CMH/CTS-355	CSC-270	CPS/SDC-135
CMHC-690	CMH/CTS-360	CSC-280	CPS/SDC-140
CMHC-70	CMH/OAD-330	CSC-290	CPS/SDC-145
CMHC-80	CMH/OAD-335	CSC-30	CPS/COM-015
CPC-10	VAC/CPC-005	CSC-300	CPS/ETE-150
CPC-20	VAC/CPC-010	CSC-310	CPS/ABD-155
CPC-30	VAC/CPC-015	CSC-320	CPS/ADP-160
CPC-40	VAC/CPC-020	CSC-330	CPS/ETD-165
CPC-50	VAC/CPC-025	CSC-340	CPS/ETD-170
CPC-60	VAC/CPC-030	CSC-350	CPS/ETD-175
CPC-70	VAC/CPC-035	CSC-360	CPS/ETD-180
CRTC-10	CRT/BRO-005	CSC-370	CPS/ETD-185
CRTC-100	CRT/BRO-035	CSC-380	CPS/IND-190
CRTC-110	CRT/TEL-120	CSC-390	CPS/IND-195
CRTC-120	CRT/TEL-125	CSC-40	CPS/COM-020
CRTC-130	CRT/TEL-130	CSC-400	CPS/IND-200
CRTC-140	CRT/TEL-135	CSC-410	CPS/IND-205
CRTC-150	CRT/COR-070	CSC-420	CPS/IND-210
CRTC-160	CRT/COR-075	CSC-430	CPS/IND-215
CRTC-170	CRT/SEC-050	CSC-440	CPS/IRM-220
CRTC-180	CRT/SEC-055	CSC-450	CPS/SEP-225
CRTC-20	CRT/BRO-010	CSC-490	CPS/CMD-230
CRTC-200	CRT/COR-080	CSC-50	CPS/TSB-025
CRTC-210	CRT/COR-085	CSC-500	CPS/CMD-235
CRTC-240	CRT/LEG-140	CSC-510	CPS/CMD-240
CRTC-250	CRT/LEG-145	CSC-520	CPS/CMD-245
CRTC-260	CRT/LEG-150	CSC-530	CPS/CMD-250
CRTC-270	CRT/LEG-155	CSC-540	CPS/CMD-255
CRTC-280	CRT/LEG-160	CSC-550	CPS/CMD-260
CRTC-290	CRT/COR-090	CSC-560	CPS/CHA-265
CRTC-30	CRT/SEC-040	CSC-570	CPS/IAD-270
CRTC-300	CRT/SEC-060	CSC-580	CPS/SCP-275
CRTC-310	CRT/COR-095	CSC-590	CPS/SCP-280
CRTC-320	CRT/COR-100	CSC-60	CPS/TSB-030
CRTC-330	CRT/COR-105	CSC-600	CPS/SCP-285
CRTC-340	CRT/COR-110	CSC-610	CPS/SCP-290
CRTC-350	CRT/COR-115	CSC-620	CPS/SCP-295
CRTC-40	CRT/SEC-045	CSC-630	CPS/SCP-300
CRTC-50	CRT/BRO-015	CSC-640	CPS/SCP-305

## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
CSC-650.....	CPS/SCP-310	CTC-530.....	CTC/WTC-215
CSC-660.....	CPS/SCP-315	CTC-540.....	CTC/WTC-220
CSC-670.....	CPS/SCP-320	CTC-550.....	CTC/WTC-225
CSC-680.....	CPS/HCO-325	CTC-560.....	CTC/WTC-230
CSC-70.....	CPS/TSB-035	CTC-570.....	CTC/WTC-235
CSC-700.....	CPS/HCO-330	CTC-580.....	CTC/WTC-240
CSC-710.....	CPS/HCO-335	CTC-590.....	CTC/MVT-245
CSC-720.....	CPS/HCO-340	CTC-60.....	CTC/RTC-020
CSC-730.....	CPS/SBR-345	CTC-600.....	CTC/MVT-250
CSC-750.....	CPS/OSD-350	CTC-610.....	CTC/MVT-255
CSC-760.....	CPS/OSD-355	CTC-620.....	CTC/MVT-260
CSC-770.....	CPS/OSD-360	CTC-630.....	CTC/MVT-265
CSC-790.....	CPS/OSD-370	CTC-650.....	CTC/MVT-270
CSC-80.....	CPS/TSB-040	CTC-660.....	CTC/MVT-275
CSC-800.....	CPS/OSD-375	CTC-70.....	CTC/RTC-025
CSC-820.....	CPS/OSD-380	CTC-710.....	CTC/ITP-280
CSC-830.....	CPS/OSD-385	CTC-720.....	CTC/CPT-285
CSC-840.....	CPS/IPM-390	CTC-730.....	CTC/CPT-290
CSC-850.....	CPS/IPM-395	CTC-740.....	CTC/CPT-295
CSC-860.....	CPS/PSD-400	CTC-750.....	CTC/REV-300
CSC-880.....	CPS/PSD-405	CTC-760.....	CTC/RES-305
CSC-890.....	CPS/PSD-410	CTC-770.....	CTC/RES-310
CSC-90.....	CPS/EAP-045	CTC-780.....	CTC/RES-315
CSC-920.....	CPS/PSD-415	CTC-790.....	CTC/RES-320
CSC-940.....	CPS/PSD-420	CTC-80.....	CTC/RTC-035
CSC-950.....	CPS/PSD-425	CTC-800.....	CTC/TTB-325
CSFC-10.....	DFO/CSC-105	CTC-810.....	CTC/TTB-330
CTC-10.....	CTC/SEC-005	CTC-90.....	CTC/RTC-030
CTC-100.....	CTC/RTC-040	CUIO-10.....	DSS/CUI-195
CTC-110.....	CTC/RTC-045	CUIO-20.....	DSS/CUI-200
CTC-120.....	CTC/RTC-050	CUIO-30.....	DSS/CUI-205
CTC-140.....	CTC/RTC-055	DBR-10.....	NRC/TTR-590
CTC-150.....	CTC/RTC-060	DBR-100.....	NRC/TTR-630
CTC-160.....	CTC/RTC-065	DBR-110.....	NRC/TTR-635
CTC-170.....	CTC/RTC-070	DBR-120.....	NRC/TTR-640
CTC-180.....	CTC/RTC-075	DBR-130.....	NRC/TTR-645
CTC-190.....	CTC/RTC-080	DBR-140.....	NRC/TTR-650
CTC-20.....	CTC/SEC-010	DBR-160.....	NRC/TTR-655
CTC-200.....	CTC/RTC-085	DBR-20.....	NRC/TTR-595
CTC-210.....	CTC/RTC-090	DBR-30.....	NRC/TTR-600
CTC-215.....	CTC/RTC-095	DBR-40.....	NRC/TTR-605
CTC-220.....	CTC/RTC-100	DBR-50.....	NRC/TTR-610
CTC-230.....	CTC/RTC-105	DBR-60.....	NRC/TTR-615
CTC-240.....	CTC/ATC-115	DBR-90.....	NRC/TTR-625
CTC-250.....	CTC/ATC-120	DCL-10.....	DCL/OPR-005
CTC-260.....	CTC/ATC-130	DCL-20.....	DCL/OPR-010
CTC-270.....	CTC/ATC-165	DCL-30.....	DCL/OPR-015
CTC-280.....	CTC/ATC-170	DEE-10.....	NRC/DEE-250
CTC-290.....	CTC/ATC-155	DEE-20.....	NRC/DEE-255
CTC-300.....	CTC/ATC-160	DEE-30.....	NRC/DEE-260
CTC-330.....	CTC/ATC-145	DEE-40.....	NRC/DEE-265
CTC-340.....	CTC/ATC-185	DEE-50.....	NRC/DEE-270
CTC-380.....	CTC/ATC-175	DEE-60.....	NRC/DEE-275
CTC-390.....	CTC/ATC-180	DEE-70.....	NRC/DEE-280
CTC-430.....	CTC/ATC-135	DEE-80.....	NRC/DEE-285
CTC-440.....	CTC/ATC-140	DEE-90.....	NRC/DEE-290
CTC-480.....	CTC/WTC-190	DME-10.....	NRC/DME-390
CTC-490.....	CTC/WTC-195	DME-100.....	NRC/DME-430
CTC-50.....	CTC/RTC-015	DME-20.....	NRC/DME-395
CTC-500.....	CTC/WTC-200	DME-30.....	NRC/DME-400
CTC-510.....	CTC/WTC-205	DME-40.....	NRC/DME-405
CTC-520.....	CTC/WTC-210	DME-50.....	NRC/DME-410



1984 Number	1985 Number	1984 Number	1985 Number
DME-60.....	NRC/DME-415	DOC-TI-250.....	DOC/TIA-095
DME-70.....	NRC/DME-420	DOC-TI-260.....	DOC/TIA-100
DME-80.....	NRC/DME-425	DOC-TI-270.....	DOC/TIT-120
DME-90.....	NRC/DME-426	EA-10.....	DEA/XDX-005
DMS-10.....	NRC/DMS-435	EA-100.....	DEA/TFB-045
DMS-20.....	NRC/DMS-440	EA-110.....	DEA/EFB-060
DMS-30.....	NRC/DMS-445	EA-120.....	DEA/EFB-065
DMS-40.....	NRC/DMS-450	EA-130.....	DEA/EFB-070
DMS-50.....	NRC/DMS-455	EA-140.....	DEA/EFB-080
DMS-60.....	NRC/DMS-460	EA-150.....	DEA/EFB-085
DOC-AC-600.....	DOC/ACL-215	EA-160.....	DEA/EFB-090
DOC-AC-610.....	DOC/ACF-220	EA-170.....	DEA/EFB-095
DOC-AC-620.....	DOC/ACA-225	EA-180.....	DEA/EFB-100
DOC-AC-630.....	DOC/ACA-230	EA-20.....	DEA/JCX-010
DOC-AC-640.....	DOC/ACA-235	EA-210.....	DEA/EFB-110
DOC-AC-650.....	DOC/ACP-240	EA-220.....	DEA/IFB-115
DOC-AC-660.....	DOC/ACC-245	EA-230.....	DEA/IFB-120
DOC-AC-670.....	DOC/ACS-250	EA-240.....	DEA/IFB-125
DOC-AC-680.....	DOC/ACS-255	EA-250.....	DEA/IFB-130
DOC-AC-690.....	DOC/ACS-260	EA-260.....	DEA/IFB-135
DOC-AC-700.....	DOC/ACS-265	EA-270.....	DEA/IFB-140
DOC-AC-710.....	DOC/ACS-270	EA-280.....	DEA/IFB-145
DOC-AC-730.....	DOC/ACS-275	EA-290.....	DEA/SFB-150
DOC-PA-800.....	DOC/SCS-280	EA-30.....	DEA/JCX-015
DOC-PA-810.....	DOC/SME-205	EA-300.....	DEA/SFB-155
DOC-PL-10.....	DOC/PLI-005	EA-310.....	DEA/SFB-160
DOC-PL-100.....	DOC/PLT-050	EA-320.....	DEA/SFB-165
DOC-PL-110.....	DOC/PLT-055	EA-330.....	DEA/SFB-170
DOC-PL-120.....	DOC/PLT-060	EA-340.....	DEA/SFB-175
DOC-PL-130.....	DOC/PLR-065	EA-350.....	DEA/SFB-180
DOC-PL-140.....	DOC/PLS-070	EA-360.....	DEA/SFB-185
DOC-PL-150.....	DOC/PLP-075	EA-370.....	DEA/SFB-190
DOC-PL-20.....	DOC/PLI-010	EA-380.....	DEA/SFB-195
DOC-PL-30.....	DOC/PLI-015	EA-390.....	DEA/SFB-200
DOC-PL-40.....	DOC/PLI-020	EA-40.....	DEA/JCX-020
DOC-PL-50.....	DOC/PLB-025	EA-400.....	DEA/SFB-205
DOC-PL-60.....	DOC/PLB-030	EA-410.....	DEA/SFB-210
DOC-PL-70.....	DOC/PLB-035	EA-420.....	DEA/MCB-215
DOC-PL-80.....	DOC/PLB-040	EA-50.....	DEA/FGB-025
DOC-PL-90.....	DOC/PLT-045	EA-60.....	DEA/TFB-030
DOC-RE-300.....	DOC/RES-160	EA-70.....	DEA/TFB-035
DOC-RE-310.....	DOC/RES-165	EA-80.....	DEA/TFB-040
DOC-RE-320.....	DOC/RES-170	EC-10.....	DOE/PKS-005
DOC-RE-330.....	DOC/RES-175	EC-100.....	DOE/PKS-045
DOC-RE-340.....	DOC/RES-180	EC-1000.....	DOE/AES-400
DOC-RE-350.....	DOC/REI-150	EC-1010.....	DOE/AES-405
DOC-RE-360.....	DOC/REI-155	EC-1020.....	DOE/AES-410
DOC-RE-370.....	DOC/REC-125	EC-1030.....	DOE/AES-415
DOC-RE-380.....	DOC/REC-130	EC-1040.....	DOE/AES-420
DOC-RE-390.....	DOC/REC-135	EC-1050.....	DOE/AES-425
DOC-RE-400.....	DOC/REC-140	EC-1060.....	DOE/AES-430
DOC-RE-410.....	DOC/REC-145	EC-1070.....	DOE/AES-435
DOC-RE-420.....	DOC/RER-185	EC-1080.....	DOE/AES-440
DOC-RE-430.....	DOC/REA-190	EC-1090.....	DOE/AES-445
DOC-SM-500.....	DOC/SMS-195	EC-110.....	DOE/PKS-050
DOC-SM-510.....	DOC/SMG-210	EC-1100.....	DOE/AES-450
DOC-SM-520.....	DOC/SMB-200	EC-1110.....	DOE/AES-455
DOC-TI-200.....	DOC/TIP-080	EC-1120.....	DOE/AES-460
DOC-TI-210.....	DOC/TII-110	EC-1130.....	DOE/AES-465
DOC-TI-220.....	DOC/TII-115	EC-1140.....	DOE/AES-470
DOC-TI-230.....	DOC/TIA-085	EC-1150.....	DOE/AES-475
DOC-TI-240.....	DOC/TIA-090	EC-1160.....	DOE/AES-480



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
EC-1170.....	DOE/AES-485	EC-680.....	DOA/CFS-645
EC-1180.....	DOE/PKS-095	EC-690.....	DOA/CFS-650
EC-120.....	DOE/PKS-055	EC-70.....	DOE/PKS-035
EC-130.....	DOE/PKS-060	EC-700.....	DOA/CFS-655
EC-140.....	DOE/PKS-065	EC-710.....	DOA/CFS-660
EC-150.....	DOE/PKS-070	EC-720.....	DOA/CFS-665
EC-160.....	DOE/PKS-075	EC-730.....	DOA/CFS-670
EC-170.....	DOE/PKS-080	EC-760.....	DOA/CFS-675
EC-180.....	DOE/PKS-085	EC-770.....	DOA/CFS-680
EC-190.....	DOE/PKS-090	EC-810.....	DOA/CFS-630
EC-20.....	DOE/PKS-010	EC-820.....	DOE/AES-310
EC-200.....	DOE/ECS-100	EC-830.....	DOE/AES-315
EC-210.....	DOE/ECS-105	EC-840.....	DOE/AES-320
EC-220.....	DOE/ECS-110	EC-850.....	DOE/AES-325
EC-230.....	DOE/ECS-115	EC-860.....	DOE/AES-330
EC-240.....	DOE/ECS-120	EC-870.....	DOE/AES-335
EC-250.....	DOE/ECS-125	EC-880.....	DOE/AES-340
EC-260.....	DOE/ECS-130	EC-890.....	DOE/AES-345
EC-270.....	DOE/ECS-135	EC-90.....	DOE/PKS-040
EC-280.....	DOE/ECS-140	EC-900.....	DOE/AES-350
EC-290.....	DOE/ECS-145	EC-910.....	DOE/AES-355
EC-30.....	DOE/PKS-015	EC-920.....	DOE/AES-360
EC-300.....	DOE/ECS-150	EC-930.....	DOE/AES-365
EC-310.....	DOE/ECS-155	EC-940.....	DOE/AES-370
EC-320.....	DOE/ECS-160	EC-950.....	DOE/AES-375
EC-330.....	DOE/ECS-165	EC-960.....	DOE/AES-380
EC-340.....	DOE/ECS-170	EC-970.....	DOE/AES-385
EC-350.....	DOE/ECS-175	EC-980.....	DOE/AES-390
EC-360.....	DOE/ECS-180	EC-990.....	DOE/AES-395
EC-370.....	DOE/ECS-185	ECC-10.....	ECC/CRA-005
EC-380.....	DOE/ECS-190	ECC-10.....	ECC/PAA-045
EC-390.....	DOE/ECS-195	ECC-110.....	ECC/CRA-030
EC-40.....	DOE/PKS-020	ECC-120.....	ECC/PAA-055
EC-400.....	DOE/ECS-200	ECC-130.....	ECC/PAA-060
EC-410.....	DOE/ECS-205	ECC-140.....	ECC/PAA-065
EC-420.....	DOE/ECS-210	ECC-150.....	ECC/PAA-070
EC-430.....	DOE/EPS-215	ECC-160.....	ECC/PAA-075
EC-440.....	DOE/EPS-220	ECC-170.....	ECC/PAA-080
EC-450.....	DOE/EPS-225	ECC-180.....	ECC/PAA-085
EC-460.....	DOE/EPS-230	ECC-190.....	ECC/PAA-090
EC-470.....	DOE/EPS-235	ECC-20.....	ECC/CRA-010
EC-480.....	DOE/EPS-240	ECC-200.....	ECC/PAA-095
EC-490.....	DOE/EPS-245	ECC-210.....	ECC/PAA-100
EC-50.....	DOE/PKS-025	ECC-40.....	ECC/PAA-050
EC-500.....	DOE/EPS-250	ECC-50.....	ECC/PAA-040
EC-510.....	DOE/EPS-255	ECC-60.....	ECC/CRA-015
EC-520.....	DOE/EPS-260	ECC-70.....	ECC/CRA-020
EC-530.....	DOE/EPS-265	ECC-80.....	ECC/CRA-025
EC-540.....	DOE/EPS-270	EIC-10.....	EIC/IAB-005
EC-550.....	DOE/EPS-275	EIC-100.....	EIC/SEC-050
EC-560.....	DOE/EPS-280	EIC-1000.....	EIC/SYS-500
EC-570.....	DOE/EPS-285	EIC-1010.....	EIC/SYS-505
EC-580.....	DOE/EPS-290	EIC-1020.....	EIC/SYS-510
EC-590.....	DOE/EPS-295	EIC-1030.....	EIC/SYS-515
EC-60.....	DOE/PKS-030	EIC-1040.....	EIC/SYS-520
EC-600.....	DOE/EPS-300	EIC-1050.....	EIC/SYS-525
EC-610.....	DOA/CFS-635	EIC-1060.....	EIC/SYS-530
EC-620.....	DOA/CFS-605	EIC-1070.....	EIC/SYS-535
EC-630.....	DOA/CFS-610	EIC-1080.....	EIC/SYS-540
EC-640.....	DOA/CFS-615	EIC-1090.....	EIC/SYS-545
EC-650.....	DOA/CFS-620	EIC-110.....	EIC/SEC-055
EC-670.....	DOA/CFS-640	EIC-1100.....	EIC/SYS-550

1984 Number	1985 Number	1984 Number	1985 Number
EIC-1110.....	EIC/SYS-555	EIC-390.....	EIC/INS-195
EIC-1120.....	EIC/SYS-560	EIC-40.....	EIC/IAB-020
EIC-1130.....	EIC/SYS-565	EIC-400.....	EIC/INS-200
EIC-1140.....	EIC/SYS-570	EIC-410.....	EIC/INS-205
EIC-1150.....	EIC/SYS-575	EIC-420.....	EIC/INS-210
EIC-1160.....	EIC/SYS-580	EIC-430.....	EIC/INS-215
EIC-1170.....	EIC/PAF-615	EIC-440.....	EIC/INS-220
EIC-1180.....	EIC/SPP-620	EIC-450.....	EIC/INS-225
EIC-1190.....	EIC/SPP-625	EIC-460.....	EIC/INS-230
EIC-120.....	EIC/COR-060	EIC-470.....	EIC/INS-235
EIC-1200.....	EIC/SPP-630	EIC-480.....	EIC/INS-240
EIC-1210.....	EIC/SPP-635	EIC-490.....	EIC/INS-245
EIC-1230.....	EIC/SPP-640	EIC-50.....	EIC/SEC-025
EIC-1240.....	EIC/SPP-645	EIC-500.....	EIC/INS-250
EIC-1250.....	EIC/SPP-650	EIC-510.....	EIC/INS-255
EIC-1260.....	EIC/SPP-655	EIC-520.....	EIC/INS-260
EIC-1270.....	EIC/SPP-660	EIC-530.....	EIC/INS-265
EIC-1280.....	EIC/SPP-665	EIC-540.....	EIC/INS-270
EIC-1290.....	EIC/SPP-670	EIC-550.....	EIC/INS-275
EIC-130.....	EIC/IMM-065	EIC-560.....	EIC/INS-280
EIC-1300.....	EIC/SPP-675	EIC-570.....	EIC/INS-285
EIC-1310.....	EIC/SPP-680	EIC-580.....	EIC/LMD-290
EIC-1320.....	EIC/SPP-685	EIC-590.....	EIC/LMD-295
EIC-1330.....	EIC/SPP-690	EIC-60.....	EIC/SEC-030
EIC-1340.....	EIC/SPP-695	EIC-600.....	EIC/LMD-300
EIC-1350.....	EIC/SPP-700	EIC-610.....	EIC/LMD-305
EIC-1360.....	EIC/SPP-705	EIC-620.....	EIC/LMD-310
EIC-1370.....	EIC/SPP-715	EIC-630.....	EIC/LMD-315
EIC-1380.....	EIC/SPP-710	EIC-640.....	EIC/LMD-320
EIC-1390.....	EIC/NSB-585	EIC-650.....	EIC/LMD-325
EIC-140.....	EIC/IMM-070	EIC-660.....	EIC/LMD-330
EIC-1400.....	EIC/NSB-590	EIC-670.....	EIC/LMD-335
EIC-1410.....	EIC/NSB-595	EIC-680.....	EIC/LMD-340
EIC-1420.....	EIC/NSB-600	EIC-690.....	EIC/LMD-345
EIC-1430.....	EIC/NSB-605	EIC-70.....	EIC/SEC-035
EIC-1440.....	EIC/NSB-610	EIC-700.....	EIC/LMD-350
EIC-150.....	EIC/IMM-075	EIC-710.....	EIC/LMD-355
EIC-160.....	EIC/IMM-080	EIC-720.....	EIC/LMD-360
EIC-170.....	EIC/IMM-085	EIC-730.....	EIC/LMD-365
EIC-180.....	EIC/IMM-090	EIC-740.....	EIC/LMD-370
EIC-190.....	EIC/IMM-095	EIC-750.....	EIC/LMD-375
EIC-20.....	EIC/IAB-010	EIC-760.....	EIC/LMD-380
EIC-200.....	EIC/IMM-100	EIC-770.....	EIC/LMD-385
EIC-210.....	EIC/IMM-105	EIC-780.....	EIC/LMD-390
EIC-220.....	EIC/IMM-110	EIC-790.....	EIC/LMD-395
EIC-230.....	EIC/IMM-115	EIC-80.....	EIC/SEC-040
EIC-240.....	EIC/IMM-120	EIC-800.....	EIC/LMD-400
EIC-250.....	EIC/IMM-125	EIC-810.....	EIC/LMD-405
EIC-260.....	EIC/IMM-130	EIC-820.....	EIC/LMD-410
EIC-270.....	EIC/IMM-135	EIC-830.....	EIC/LMD-415
EIC-280.....	EIC/IMM-140	EIC-840.....	EIC/EMP-420
EIC-290.....	EIC/IMM-145	EIC-850.....	EIC/EMP-425
EIC-30.....	EIC/IAB-015	EIC-860.....	EIC/EMP-430
EIC-300.....	EIC/IMM-150	EIC-870.....	EIC/EMP-435
EIC-310.....	EIC/INS-155	EIC-880.....	EIC/EMP-440
EIC-320.....	EIC/INS-160	EIC-890.....	EIC/EMP-445
EIC-330.....	EIC/INS-165	EIC-90.....	EIC/SEC-045
EIC-340.....	EIC/INS-170	EIC-900.....	EIC/EMP-450
EIC-350.....	EIC/INS-175	EIC-910.....	EIC/EMP-455
EIC-360.....	EIC/INS-180	EIC-920.....	EIC/EMP-460
EIC-370.....	EIC/INS-185	EIC-930.....	EIC/EMP-465
EIC-380.....	EIC/INS-190	EIC-940.....	EIC/EMP-470



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
EIC-950.....	EIC/EMP-475	EMR-605.....	EMR/PSP-445
EIC-960.....	EIC/EMP-480	EMR-635.....	EMR/MPS-560
EIC-970.....	EIC/EMP-485	EMR-645.....	EMR/MPS-565
EIC-980.....	EIC/EMP-490	EMR-650.....	EMR/MPS-570
EIC-990.....	EIC/EMP-495	EMR-660.....	EMR/MPS-575
EMR-10.....	EMR/CNP-215	EMR-670.....	EMR/MPS-580
EMR-100.....	EMR/CRB-275	EMR-680.....	EMR/MPS-585
EMR-110.....	EMR/EP-165	EMR-690.....	EMR/MPS-590
EMR-120.....	EMR/EP-170	EMR-70.....	EMR/CRB-255
EMR-130.....	EMR/EP-175	EMR-715.....	EMR/CAB-450
EMR-150.....	EMR/EP-180	EMR-725.....	EMR/CAB-455
EMR-160.....	EMR/EP-185	EMR-735.....	EMR/CAB-460
EMR-170.....	EMR/EP-190	EMR-745.....	EMR/CAB-465
EMR-180.....	EMR/EP-195	EMR-771.....	EMR/RSB-475
EMR-190.....	EMR/EP-200	EMR-772.....	EMR/RSB-480
EMR-20.....	EMR/CNP-220	EMR-773.....	EMR/RSB-485
EMR-200.....	EMR/EP-205	EMR-774.....	EMR/RSB-490
EMR-215.....	EMR/PTS-290	EMR-775.....	EMR/RSB-495
EMR-225.....	EMR/PTS-295	EMR-776.....	EMR/RSB-500
EMR-235.....	EMR/PTS-300	EMR-777.....	EMR/RSB-505
EMR-245.....	EMR/PTS-305	EMR-80.....	EMR/CRB-265
EMR-255.....	EMR/PTS-310	EMR-800.....	EMR/RDO-545
EMR-30.....	EMR/CNP-225	EMR-805.....	EMR/RDO-550
EMR-341.....	EMR/CGA-070	EMR-810.....	EMR/XPB-510
EMR-341.....	INA/NAP-330	EMR-90.....	EMR/CRB-270
EMR-342.....	INA/NAP-335	ENERGY-10.....	NRC/DEN-295
EMR-342.....	EMR/CGA-075	ENERGY-20.....	NRC/DEN-300
EMR-343.....	EMR/CGA-080	ENERGY-30.....	NRC/DEN-305
EMR-343.....	INA/NAP-340	ENERGY-40.....	NRC/DEN-310
EMR-344.....	INA/NAP-345	ENERGY-50.....	NRC/DEN-315
EMR-344.....	EMR/CGA-085	ENERGY-60.....	NRC/DEN-320
EMR-345.....	EMR/CGA-090	ENERGY-70.....	NRC/DEN-325
EMR-345.....	INA/NAP-350	ENERGY-80.....	NRC/DEN-330
EMR-346.....	INA/NAP-355	EX-10.....	NRC/EXE-005
EMR-346.....	EMR/CGA-095	EX-20.....	NRC/EXE-010
EMR-347.....	INA/NAP-360	EX-30.....	NRC/EXE-015
EMR-350.....	EMR/ESB-140	EXREL-10.....	NRC/EXE-025
EMR-360.....	EMR/UCL-315	F&O-10.....	DFO/AFS-005
EMR-370.....	EMR/PHB-325	F&O-100.....	DFO/MIF-065
EMR-380.....	EMR/PHB-330	F&O-110.....	DFO/OSS-075
EMR-381.....	EMR/PHB-335	F&O-120.....	DFO/OSS-080
EMR-382.....	EMR/PHB-340	F&O-130.....	DFO/OSS-085
EMR-383.....	EMR/PHB-345	F&O-140.....	DFO/SCH-100
EMR-40.....	EMR/CNP-235	F&O-150.....	DFO/FAA-090
EMR-401.....	EMR/GSC-355	F&O-20.....	DFO/AFS-010
EMR-402.....	EMR/GSC-360	F&O-30.....	DFO/AFS-015
EMR-403.....	EMR/GSC-365	F&O-40.....	DFO/PFF-020
EMR-404.....	EMR/GSC-370	F&O-50.....	DFO/PFF-025
EMR-405.....	EMR/GSC-375	F&O-60.....	DFO/PFF-030
EMR-406.....	EMR/GSC-380	F&O-70.....	DFO/PFF-035
EMR-407.....	EMR/GSC-385	F&O-80.....	DFO/MIF-060
EMR-408.....	EMR/GSC-390	F&O-81.....	DFO/PPP-045
EMR-409.....	EMR/GSC-395	F&O-90.....	DFO/FAA-095
EMR-445.....	EMR/SMB-405	FBDB-10.....	BDB/FLS-005
EMR-455.....	EMR/SMB-410	FBDB-100.....	BDB/MTS-050
EMR-465.....	EMR/SMB-415	FBDB-110.....	BDB/MTS-055
EMR-475.....	EMR/SMB-420	FBDB-120.....	BDB/MTS-060
EMR-485.....	EMR/SMB-425	FBDB-130.....	BDB/MTS-065
EMR-495.....	EMR/SMB-430	FBDB-20.....	BDB/FLS-010
EMR-50.....	EMR/CNP-240	FBDB-30.....	BDB/FLS-015
EMR-595.....	EMR/PSP-440	FBDB-40.....	BDB/FLS-020
EMR-60.....	EMR/CNP-245	FBDB-50.....	BDB/FLS-025



1984 Number	1985 Number	1984 Number	1985 Number
FBDB-60.....	BDB/FLS-030	FIN-1280 .....	FIN/SPD-360
FBDB-70.....	BDB/FLS-035	FIN-1290 .....	FIN/SPD-365
FBDB-80.....	BDB/FLS-040	FIN-130 .....	FIN/FPD-070
FBDB-90.....	BDB/FLS-045	FIN-1300 .....	FIN/SPD-370
FCC-10.....	FCC/ADM-005	FIN-1310 .....	FIN/SPD-375
FCC-100.....	FCC/ADM-045	FIN-1320 .....	FIN/SPD-380
FCC-110.....	FCC/ADM-050	FIN-1330 .....	FIN/SPD-385
FCC-120.....	FCC/ADM-055	FIN-1340.....	FIN/TPL-705
FCC-130.....	FCC/ADM-060	FIN-1350.....	FIN/TPL-710
FCC-140.....	FCC/ADM-065	FIN-1360.....	FIN/TPL-715
FCC-150.....	FCC/ADM-070	FIN-1370.....	FIN/TPL-720
FCC-160.....	FCC/ADM-075	FIN-1380.....	FIN/CRT-760
FCC-170.....	FCC/ADM-080	FIN-1390.....	FIN/CRT-765
FCC-180.....	FCC/ADM-085	FIN-140 .....	FIN/FPD-075
FCC-190.....	FCC/ADM-090	FIN-1400.....	FIN/TPL-725
FCC-200.....	FCC/ADM-095	FIN-1410.....	FIN/TPL-730
FCC-210.....	FCC/ADM-100	FIN-1420.....	FIN/CRT-770
FCC-220.....	FCC/ADM-105	FIN-1430.....	FIN/TAC-735
FCC-230.....	FCC/ADM-110	FIN-1440.....	FIN/TAC-740
FCC-240.....	FCC/ADM-115	FIN-1450.....	FIN/TAC-745
FCC-250.....	FCC/ADM-120	FIN-1460.....	FIN/TAC-750
FCC-260.....	FCC/ADM-125	FIN-1470.....	FIN/TAC-755
FCC-30.....	FCC/ADM-010	FIN-150 .....	FIN/FIM-145
FCC-40.....	FCC/ADM-015	FIN-160 .....	FIN/DMD-165
FCC-50.....	FCC/ADM-020	FIN-170 .....	FIN/DMD-170
FCC-60.....	FCC/ADM-025	FIN-180 .....	FIN/DMD-175
FCC-70.....	FCC/ADM-030	FIN-190 .....	FIN/FIM-150
FCC-80.....	FCC/ADM-035	FIN-20 .....	FIN/IGB-010
FCC-90.....	FCC/ADM-040	FIN-200 .....	FIN/FIM-155
FFMC-10 .....	DFO/FFM-110	FIN-210.....	FIN/FAD-190
FIN-10.....	FIN/IGB-005	FIN-221.....	FIN/FAD-195
FIN-100 .....	FIN/FPD-055	FIN-230 .....	FIN/SPA-080
FIN-1000 .....	FIN/FPR-220	FIN-240 .....	FIN/SPA-085
FIN-1010 .....	FIN/FPR-225	FIN-250 .....	FIN/SPA-090
FIN-1020 .....	FIN/FPR-230	FIN-260 .....	FIN/SPA-095
FIN-1030 .....	FIN/FPR-235	FIN-270 .....	FIN/SPA-100
FIN-1040 .....	FIN/FPR-240	FIN-280 .....	FIN/SPA-105
FIN-1050 .....	FIN/FPR-245	FIN-290.....	FIN/EAD-110
FIN-1060 .....	FIN/FPR-250	FIN-30 .....	FIN/IGB-015
FIN-1070 .....	FIN/FPR-255	FIN-300.....	FIN/EAD-115
FIN-1080 .....	FIN/FPR-260	FIN-310.....	FIN/EAD-120
FIN-1090 .....	FIN/FPR-265	FIN-320.....	FIN/EAD-125
FIN-110 .....	FIN/FPD-060	FIN-321 .....	FIN/EFD-130
FIN-1100 .....	FIN/FPR-270	FIN-322 .....	FIN/EFD-135
FIN-1110 .....	FIN/FPR-275	FIN-323 .....	FIN/EFD-140
FIN-1120 .....	FIN/FPR-280	FIN-330 .....	FIN/ERP-390
FIN-1130 .....	FIN/FPR-285	FIN-340 .....	FIN/ERP-395
FIN-1140 .....	FIN/SPD-290	FIN-350 .....	FIN/ERP-400
FIN-1150 .....	FIN/SPD-295	FIN-360 .....	FIN/ERP-405
FIN-1160 .....	FIN/SPD-300	FIN-370 .....	FIN/ERP-410
FIN-1170 .....	FIN/SPD-305	FIN-380 .....	FIN/ERP-415
FIN-1180 .....	FIN/SPD-310	FIN-390 .....	FIN/ERP-420
FIN-1190 .....	FIN/SPD-315	FIN-40 .....	FIN/IGB-020
FIN-120 .....	FIN/FPD-065	FIN-400.....	FIN/GFD-775
FIN-1200 .....	FIN/SPD-320	FIN-430.....	FIN/GFD-780
FIN-1210 .....	FIN/SPD-325	FIN-440.....	FIN/EDD-430
FIN-1220 .....	FIN/SPD-330	FIN-450.....	FIN/EDD-435
FIN-1230 .....	FIN/SPD-335	FIN-460.....	FIN/EDD-440
FIN-1240 .....	FIN/SPD-340	FIN-470.....	FIN/EDD-445
FIN-1250 .....	FIN/SPD-345	FIN-480.....	FIN/EDD-450
FIN-1260 .....	FIN/SPD-350	FIN-490.....	FIN/EDD-455
FIN-1270 .....	FIN/SPD-355	FIN-50 .....	FIN/IGB-025

## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
FIN-500.....	FIN/EDD-460	FIRA-140.....	FIR/PRC-110
FIN-510.....	FIN/EDD-465	FIRA-150.....	FIR/PRC-100
FIN-520.....	FIN/EDD-470	FIRA-160.....	FIR/PRC-060
FIN-530.....	FIN/EDD-475	FIRA-170.....	FIR/PRC-075
FIN-540.....	FIN/EDD-480	FIRA-180.....	FIR/PRC-065
FIN-550.....	FIN/EDD-485	FIRA-190.....	FIR/PRC-070
FIN-560.....	FIN/EDD-490	FIRA-20.....	FIR/COB-020
FIN-570.....	FIN/EDD-495	FIRA-200.....	FIR/PRC-085
FIN-580.....	FIN/EDD-500	FIRA-210.....	FIR/PRC-090
FIN-590.....	FIN/CFD-505	FIRA-220.....	FIR/PRC-080
FIN-60.....	FIN/IGB-030	FIRA-30.....	FIR/COB-050
FIN-600.....	FIN/CFD-507	FIRA-40.....	FIR/ASB-010
FIN-610.....	FIN/CFD-510	FIRA-50.....	FIR/COB-025
FIN-611.....	FIN/CCD-535	FIRA-60.....	FIR/COB-045
FIN-612.....	FIN/CCD-540	FIRA-70.....	FIR/COB-015
FIN-613.....	FIN/CCD-545	FIRA-80.....	FIR/COB-035
FIN-620.....	FIN/IER-550	FIRA-90.....	FIR/COB-040
FIN-630.....	FIN/IER-555	GENUSE-10.....	NRC/GEN-750
FIN-640.....	FIN/IER-560	GLPA-10.....	GLP/OPE-005
FIN-650.....	FIN/IER-565	GLPA-20.....	GLP/OPE-010
FIN-660.....	FIN/IER-570	HIA-10.....	NRC/HIA-335
FIN-670.....	FIN/IER-575	HIA-20.....	NRC/HIA-340
FIN-680.....	FIN/IER-580	HIA-30.....	NRC/HIA-345
FIN-690.....	FIN/IER-590	HIA-40.....	NRC/HIA-350
FIN-70.....	FIN/IGB-035	HIA-50.....	NRC/HIA-355
FIN-700.....	FIN/IER-595	HIA-60.....	NRC/HIA-360
FIN-710.....	FIN/FAD-180	HIA-70.....	NRC/HIA-365
FIN-720.....	FIN/FAD-185	HIA-80.....	NRC/HIA-370
FIN-730.....	FIN/IFD-600	HIA-90.....	NRC/HIA-375
FIN-740.....	FIN/IER-585	HWC-10.....	NHW/SAP-005
FIN-750.....	FIN/IFD-605	HWC-100.....	NHW/HIA-050
FIN-760.....	FIN/IFD-610	HWC-110.....	NHW/HIA-055
FIN-780.....	FIN/IFD-615	HWC-120.....	NHW/HIA-060
FIN-790.....	FIN/IFD-620	HWC-130.....	NHW/HIA-065
FIN-80.....	FIN/IGB-040	HWC-150.....	NHW/PPI-070
FIN-800.....	FIN/IFD-625	HWC-160.....	NHW/PPI-075
FIN-810.....	FIN/IFD-630	HWC-170.....	NHW/PPI-080
FIN-820.....	FIN/IFD-635	HWC-180.....	NHW/PPI-085
FIN-830.....	FIN/IFD-640	HWC-181.....	NHW/NCW-090
FIN-840.....	FIN/IFD-645	HWC-182.....	NHW/ACA-095
FIN-850.....	FIN/IFD-650	HWC-183.....	NHW/OWG-100
FIN-860.....	FIN/IFD-655	HWC-190.....	NHW/FDI-105
FIN-870.....	FIN/IFD-660	HWC-20.....	NHW/SAP-010
FIN-880.....	FIN/IFD-665	HWC-200.....	NHW/FDI-110
FIN-890.....	FIN/IFD-670	HWC-210.....	NHW/FDI-115
FIN-90.....	FIN/IGB-045	HWC-220.....	NHW/FDI-120
FIN-900.....	FIN/TAR-675	HWC-230.....	NHW/DDI-125
FIN-91.....	FIN/IGB-050	HWC-240.....	NHW/DDI-130
FIN-910.....	FIN/TAR-680	HWC-250.....	NHW/DDI-135
FIN-920.....	FIN/TAR-685	HWC-260.....	NHW/DDI-140
FIN-930.....	FIN/TAR-690	HWC-270.....	NHW/DDI-145
FIN-940.....	FIN/TAR-695	HWC-280.....	NHW/DDI-150
FIN-950.....	FIN/TAR-700	HWC-290.....	NHW/CDC-155
FIN-960.....	FIN/FPR-200	HWC-30.....	NHW/SAP-015
FIN-970.....	FIN/FPR-205	HWC-300.....	NHW/CDC-160
FIN-980.....	FIN/FPR-210	HWC-310.....	NHW/CDC-165
FIN-990.....	FIN/FPR-215	HWC-320.....	NHW/CDC-170
FIRA-10.....	FIR/COM-005	HWC-330.....	NHW/CDC-175
FIRA-100.....	FIR/COB-030	HWC-340.....	NHW/CDC-180
FIRA-110.....	FIR/PRC-105	HWC-350.....	NHW/CDC-185
FIRA-120.....	FIR/PRC-095	HWC-360.....	NHW/EHD-190
FIRA-130.....	FIR/PRC-055	HWC-370.....	NHW/EHD-195



1984 Number	1985 Number	1984 Number	1985 Number
HWC-380 .....	NHW/EHD-200	INA-1020 .....	INA/NAP-305
HWC-390 .....	NHW/EHD-205	INA-1100 .....	INA/NAP-310
HWC-40 .....	NHW/SAP-020	INA-1120 .....	INA/NAP-315
HWC-400 .....	NHW/EHD-210	INA-1160 .....	INA/NAP-320
HWC-410 .....	NHW/FOD-215	INA-1180 .....	INA/NAP-325
HWC-420 .....	NHW/NHS-220	INA-120 .....	INA/IIA-055
HWC-430 .....	NHW/HAS-225	INA-1210 .....	INA/NAP-340
HWC-440 .....	NHW/HAS-230	INA-1210 .....	INA/NAP-350
HWC-450 .....	NHW/HAS-235	INA-1220 .....	INA/NAP-355
HWC-460 .....	NHW/HAS-240	INA-1240 .....	INA/ONC-365
HWC-470 .....	NHW/HAS-245	INA-1300 .....	INA/ADM-370
HWC-480 .....	NHW/HAS-250	INA-1320 .....	INA/ADM-375
HWC-490 .....	NHW/HAS-255	INA-1330 .....	INA/ADM-380
HWC-50 .....	NHW/SAP-025	INA-1340 .....	INA/ADM-385
HWC-500 .....	NHW/HSD-260	INA-1360 .....	INA/ADM-390
HWC-510 .....	NHW/HSD-265	INA-140 .....	INA/IIA-060
HWC-520 .....	NHW/HSD-270	INA-160 .....	INA/IIA-065
HWC-530 .....	NHW/HSD-275	INA-20 .....	INA/CPS-010
HWC-540 .....	NHW/HSD-280	INA-200 .....	INA/IIA-070
HWC-550 .....	NHW/HSD-285	INA-210 .....	INA/IIA-075
HWC-560 .....	NHW/HSD-290	INA-220 .....	INA/IIA-080
HWC-570 .....	NHW/HSD-295	INA-240 .....	INA/IIA-085
HWC-580 .....	NHW/HSD-300	INA-260 .....	INA/IIA-090
HWC-590 .....	NHW/HSD-305	INA-280 .....	INA/IIA-095
HWC-60 .....	NHW/SAP-030	INA-30 .....	INA/CPS-015
HWC-600 .....	NHW/HPD-310	INA-300 .....	INA/IIA-100
HWC-610 .....	NHW/HPD-315	INA-310 .....	INA/IIA-105
HWC-620 .....	NHW/HPD-320	INA-320 .....	INA/IIA-110
HWC-630 .....	NHW/HPD-325	INA-330 .....	INA/IIA-115
HWC-640 .....	NHW/HPD-330	INA-340 .....	INA/IIA-120
HWC-70 .....	NHW/PNO-035	INA-35 .....	INA/CPS-045
HWC-710 .....	NHW/ERD-335	INA-350 .....	INA/IIA-125
HWC-760 .....	NHW/CAP-395	INA-360 .....	INA/IIA-130
HWC-770 .....	NHW/NHD-400	INA-370 .....	INA/IIA-135
HWC-790 .....	NHW/SDD-405	INA-40 .....	INA/CPS-020
HWC-80 .....	NHW/IIA-040	INA-400 .....	INA/IIA-140
HWC-800 .....	NHW/WGD-410	INA-440 .....	INA/IIA-145
HWC-810 .....	NHW/FAS-415	INA-45 .....	INA/CPS-025
HWC-820 .....	NHW/FAS-420	INA-460 .....	INA/IIA-150
HWC-90 .....	NHW/IIA-045	INA-50 .....	INA/CPS-035
IAB-10 .....	IAB/OPS-005	INA-500 .....	INA/NAP-155
IAB-20 .....	IAB/OPS-010	INA-520 .....	INA/NAP-160
IAB-30 .....	IAB/OPS-015	INA-540 .....	INA/NAP-165
IAB-40 .....	IAB/OPS-020	INA-560 .....	INA/NAP-170
IDO-10 .....	NRC/TTR-705	INA-580 .....	INA/NAP-175
IDO-20 .....	NRC/TTR-710	INA-60 .....	INA/CPS-040
IDO-30 .....	NRC/TTR-715	INA-600 .....	INA/NAP-180
IDO-40 .....	NRC/TTR-720	INA-620 .....	INA/NAP-185
IDO-50 .....	NRC/TTR-725	INA-640 .....	INA/NAP-190
IDO-60 .....	NRC/TTR-730	INA-660 .....	INA/NAP-195
IDRC-10 .....	IDR/AFN-005	INA-680 .....	INA/NAP-200
IDRC-20 .....	IDR/ISD-010	INA-700 .....	INA/NAP-205
IDRC-30 .....	IDR/ISD-015	INA-720 .....	INA/NAP-210
IDRC-40 .....	IDR/ISD-020	INA-740 .....	INA/NAP-215
IDRC-50 .....	IDR/HSD-025	INA-760 .....	INA/NAP-220
IDRC-60 .....	IDR/SSD-030	INA-780 .....	INA/NAP-225
IDRC-70 .....	IDR/CPD-035	INA-790 .....	INA/NAP-230
IMD-10 .....	NRC/IMD-385	INA-800 .....	INA/NAP-235
INA-10 .....	INA/CPS-005	INA-820 .....	INA/NAP-240
INA-100 .....	INA/IIA-050	INA-830 .....	INA/NAP-245
INA-1000 .....	INA/NAP-295	INA-840 .....	INA/NAP-250
INA-1010 .....	INA/NAP-300	INA-860 .....	INA/NAP-255



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
INA-880 .....	INA/NAP-260	LAB-460 .....	LAB/ERC-205
INA-890 .....	INA/NAP-265	LAB-470 .....	LAB/ERC-210
INA-900 .....	INA/NAP-270	LAB-480 .....	LAB/ERC-215
INA-920 .....	INA/NAP-275	LAB-490 .....	LAB/ERC-220
INA-940 .....	INA/NAP-280	LAB-50 .....	LAB/MS-C-025
INA-960 .....	INA/NAP-285	LAB-500 .....	LAB/ERC-225
INA-980 .....	INA/NAP-290	LAB-510 .....	LAB/OSH-230
INS-10 .....	INS/OPS-005	LAB-520 .....	LAB/OSH-235
INS-20 .....	INS/OPS-010	LAB-530 .....	LAB/OSH-240
INS-30 .....	INS/ACT-015	LAB-540 .....	LAB/OSH-245
INS-40 .....	INS/ACT-020	LAB-550 .....	LAB/OSH-250
INS-50 .....	INS/ACT-025	LAB-560 .....	LAB/OSH-255
INS-60 .....	INS/ADM-030	LAB-80 .....	LAB/PPT-030
INS-70 .....	INS/ADM-035	LAB-90 .....	LAB/PPT-035
JCCBI-10 .....	SLS/JCB-125	LCM-10 .....	NRC/IMR-380
JCCPI-20 .....	SLS/JCB-130	LPA-10 .....	LPA/OPR-005
JUST-10 .....	JUS/JUS-005	LPA-20 .....	LPA/OPR-010
JUST-100 .....	JUS/JUS-045	LRC-10 .....	LRC/LRS-005
JUST-20 .....	JUS/JUS-010	LRC-100 .....	LRC/LRS-050
JUST-30 .....	JUS/JUS-015	LRC-110 .....	LRC/LRS-055
JUST-40 .....	JUS/JUS-020	LRC-120 .....	LRC/LRS-060
JUST-50 .....	JUS/JUS-025	LRC-130 .....	LRC/LRS-065
JUST-60 .....	JUS/JUS-030	LRC-20 .....	LRC/LRS-010
JUST-70 .....	JUS/JUS-035	LRC-30 .....	LRC/LRS-015
JUST-80 .....	JUS/JUS-040	LRC-40 .....	LRC/LRS-020
LAB-10 .....	LAB/WBA-005	LRC-50 .....	LRC/LRS-025
LAB-100 .....	LAB/ASB-040	LRC-60 .....	LRC/LRS-030
LAB-110 .....	LAB/ASB-045	LRC-70 .....	LRC/LRS-035
LAB-120 .....	LAB/MCB-050	LRC-80 .....	LRC/LRS-040
LAB-130 .....	LAB/MCB-055	LRC-90 .....	LRC/LRS-045
LAB-140 .....	LAB/MCB-060	MRC-10 .....	MER/PRB-010
LAB-150 .....	LAB/MCB-065	MRC-100 .....	MER/PRB-055
LAB-160 .....	LAB/MCB-070	MRC-110 .....	MER/PRB-060
LAB-170 .....	LAB/MCB-075	MRC-120 .....	MER/PRB-065
LAB-180 .....	LAB/MCB-080	MRC-130 .....	MER/PRB-070
LAB-190 .....	LAB/IRB-085	MRC-140 .....	MER/PRB-075
LAB-20 .....	LAB/WBA-010	MRC-150 .....	MER/PRB-080
LAB-200 .....	LAB/IRB-090	MRC-160 .....	MER/PRB-085
LAB-210 .....	LAB/IRB-095	MRC-170 .....	MER/PRB-090
LAB-220 .....	LAB/IRB-100	MRC-180 .....	MER/PRB-095
LAB-230 .....	LAB/IRB-105	MRC-190 .....	MER/PRB-100
LAB-240 .....	LAB/IRB-110	MRC-20 .....	MER/PRB-015
LAB-250 .....	LAB/IRB-115	MRC-200 .....	MER/PRB-105
LAB-260 .....	LAB/SPF-120	MRC-210 .....	MER/PPD-115
LAB-30 .....	LAB/WBA-015	MRC-220 .....	MER/PPD-120
LAB-300 .....	LAB/EIR-125	MRC-230 .....	MER/PRO-005
LAB-310 .....	LAB/EIR-130	MRC-240 .....	MER/PRB-110
LAB-320 .....	LAB/EIR-135	MRC-30 .....	MER/PRB-020
LAB-330 .....	LAB/IRI-145	MRC-40 .....	MER/PRB-025
LAB-340 .....	LAB/LDB-150	MRC-50 .....	MER/PRB-030
LAB-350 .....	LAB/LDB-155	MRC-60 .....	MER/PRB-035
LAB-360 .....	LAB/LDB-160	MRC-70 .....	MER/PRB-040
LAB-370 .....	LAB/LDB-165	MRC-80 .....	MER/PRB-045
LAB-380 .....	LAB/LDB-170	MRC-90 .....	MER/PRB-050
LAB-390 .....	LAB/LDB-175	MSST-10 .....	MST/OPR-005
LAB-40 .....	LAB/WBA-020	NAE-10 .....	NRC/NAE-465
LAB-400 .....	LAB/EIR-140	NAE-20 .....	NRC/NAE-470
LAB-410 .....	LAB/ERC-180	NAE-30 .....	NRC/NAE-475
LAB-420 .....	LAB/ERC-185	NAE-40 .....	NRC/NAE-480
LAB-430 .....	LAB/ERC-190	NAE-50 .....	NRC/NAE-485
LAB-440 .....	LAB/ERC-195	NAE-60 .....	NRC/NAE-490
LAB-450 .....	LAB/ERC-200	NAE-70 .....	NRC/NAE-495

1984 Number	1985 Number	1984 Number	1985 Number
NAE-80.....	NRC/NAE-500	ND-1290.....	DND/WEE-645
NCC-10.....	NCC/SEC-005	ND-130.....	DND/ISD-065
NCC-100.....	NCC/PAB-050	ND-1300.....	DND/WEE-650
NCC-110.....	NCC/PRB-055	ND-1310.....	DND/WEE-655
NCC-120.....	NCC/PRB-060	ND-1320.....	DND/WEE-660
NCC-130.....	NCC/PRB-065	ND-1330.....	DND/WEE-665
NCC-140.....	NCC/PRB-070	ND-1340.....	DND/SUB-670
NCC-150.....	NCC/PRB-075	ND-1350.....	DND/SUB-675
NCC-160.....	NCC/PLB-080	ND-1360.....	DND/TRD-680
NCC-170.....	NCC/PLB-085	ND-1370.....	DND/TRD-685
NCC-20.....	NCC/SEC-010	ND-1380.....	DND/TRD-690
NCC-30.....	NCC/SEC-015	ND-1390.....	DND/AMD-695
NCC-40.....	NCC/DEB-020	ND-140.....	DND/DMH-070
NCC-50.....	NCC/DEB-025	ND-1400.....	DND/AMD-700
NCC-60.....	NCC/DEB-030	ND-1410.....	DND/MQA-705
NCC-70.....	NCC/PAB-035	ND-1420.....	DND/CPB-710
NCC-80.....	NCC/PAB-040	ND-1430.....	DND/CPB-715
NCC-90.....	NCC/PAB-045	ND-1440.....	DND/RDB-720
NCPC-10.....	NCP/CPA-005	ND-1450.....	DND/RDB-725
NCPC-100.....	NCP/OEB-050	ND-1460.....	DND/RDB-730
NCPC-110.....	NCP/OEB-055	ND-1470.....	DND/RSD-735
NCPC-20.....	NCP/OEB-010	ND-1480.....	DND/RSD-740
NCPC-30.....	NCP/OEB-015	ND-1490.....	DND/RSD-745
NCPC-40.....	NCP/OEB-020	ND-150.....	DND/DMH-075
NCPC-50.....	NCP/OEB-025	ND-1500.....	DND/RDP-750
NCPC-60.....	NCP/OEB-030	ND-1510.....	DND/RDP-755
NCPC-70.....	NCP/OEB-035	ND-1520.....	DND/RDP-760
NCPC-80.....	NCP/OEB-040	ND-1530.....	DND/FSB-765
NCPC-90.....	NCP/OEB-045	ND-1540.....	DND/FSB-770
ND-10.....	DND/JAG-005	ND-1550.....	DND/MSD-775
ND-100.....	DND/ESD-050	ND-1560.....	DND/MSD-780
ND-1000.....	DND/DSD-505	ND-1570.....	DND/MSD-785
ND-1010.....	DND/DSD-510	ND-1580.....	DND/MSD-790
ND-1020.....	DND/PSB-405	ND-160.....	DND/MIS-080
ND-1030.....	DND/CSA-515	ND-170.....	DND/MIS-085
ND-1040.....	DND/CSA-520	ND-180.....	DND/FSD-090
ND-1050.....	DND/CSA-525	ND-190.....	DND/FSD-095
ND-1060.....	DND/CSA-530	ND-20.....	DND/JAG-010
ND-1070.....	DND/CSA-535	ND-200.....	DND/GSD-100
ND-1080.....	DND/CSA-540	ND-210.....	DND/GSD-105
ND-1090.....	DND/CSA-545	ND-220.....	DND/GSD-110
ND-110.....	DND/ESD-055	ND-230.....	DND/IPC-115
ND-1100.....	DND/CSA-550	ND-240.....	DND/IPC-120
ND-1110.....	DND/MUD-555	ND-250.....	DND/DPB-125
ND-1120.....	DND/MUD-560	ND-260.....	DND/DPB-130
ND-1130.....	DND/MUD-565	ND-270.....	DND/PPB-135
ND-1140.....	DND/MUD-570	ND-280.....	DND/PPB-140
ND-1150.....	DND/MUD-575	ND-290.....	DND/PPB-145
ND-1160.....	DND/MUD-580	ND-30.....	DND/JAG-015
ND-1170.....	DND/MUD-585	ND-300.....	DND/ORA-150
ND-1180.....	DND/CLD-590	ND-310.....	DND/OMD-155
ND-1190.....	DND/CLD-595	ND-320.....	DND/OMD-160
ND-120.....	DND/ISD-060	ND-330.....	DND/OMD-165
ND-1200.....	DND/CPS-600	ND-340.....	DND/MDO-170
ND-1210.....	DND/PCA-605	ND-350.....	DND/MDO-175
ND-1220.....	DND/PCA-610	ND-360.....	DND/MDO-180
ND-1230.....	DND/PCA-615	ND-370.....	DND/MDO-185
ND-1240.....	DND/PCA-620	ND-380.....	DND/MDO-190
ND-1250.....	DND/PCA-625	ND-390.....	DND/MDO-195
ND-1260.....	DND/PCA-630	ND-40.....	DND/JAG-020
ND-1270.....	DND/OLD-635	ND-400.....	DND/LDO-200
ND-1280.....	DND/OLD-640	ND-410.....	DND/LDO-205



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
ND-420.....	DND/LDO-210	ND-990.....	DND/SGB-500
ND-430.....	DND/LDO-215	NEB-10.....	NEB/OOS-095
ND-440.....	DND/LDO-220	NEB-100.....	NEB/EPB-170
ND-450.....	DND/LDO-225	NEB-110.....	NEB/EPB-175
ND-460.....	DND/ADO-230	NEB-120.....	NEB/EPB-180
ND-470.....	DND/ADO-235	NEB-130.....	NEB/EPB-185
ND-480.....	DND/ADO-240	NEB-140.....	NEB/ESB-280
ND-490.....	DND/ADO-245	NEB-160.....	NEB/ESB-285
ND-50.....	DND/JAG-025	NEB-170.....	NEB/ESB-290
ND-500.....	DND/ADO-250	NEB-180.....	NEB/ESB-295
ND-510.....	DND/ADO-255	NEB-190.....	NEB/ESB-300
ND-520.....	DND/ADO-260	NEB-20.....	NEB/OOS-100
ND-530.....	DND/ADO-265	NEB-200.....	NEB/ESB-305
ND-540.....	DND/ADO-270	NEB-210.....	NEB/ESB-310
ND-550.....	DND/ADO-275	NEB-220.....	NEB/ESB-315
ND-560.....	DND/ADO-280	NEB-230.....	NEB/ESB-320
ND-570.....	DND/ADO-285	NEB-240.....	NEB/ESB-325
ND-580.....	DND/ADO-290	NEB-250.....	NEB/ESB-330
ND-590.....	DND/MPO-295	NEB-260.....	NEB/ECB-240
ND-60.....	DND/JAG-030	NEB-270.....	NEB/ECB-245
ND-600.....	DND/MPO-300	NEB-280.....	NEB/ECB-250
ND-610.....	DND/MPO-305	NEB-290.....	NEB/ECB-255
ND-620.....	DND/MCE-325	NEB-30.....	NEB/OOS-105
ND-630.....	DND/MCE-330	NEB-300.....	NEB/ECB-260
ND-640.....	DND/MCE-335	NEB-310.....	NEB/ECB-265
ND-650.....	DND/MEO-310	NEB-320.....	NEB/ECB-270
ND-660.....	DND/MEO-315	NEB-330.....	NEB/ECB-275
ND-670.....	DND/MEO-320	NEB-340.....	NEB/FRB-005
ND-680.....	DND/RCD-340	NEB-350.....	NEB/FRB-010
ND-690.....	DND/RCD-345	NEB-360.....	NEB/FRB-015
ND-70.....	DND/JAG-035	NEB-370.....	NEB/FRB-020
ND-700.....	DND/PDB-350	NEB-380.....	NEB/FRB-025
ND-710.....	DND/PDB-355	NEB-390.....	NEB/GAS-130
ND-720.....	DND/PDB-360	NEB-400.....	NEB/GAS-135
ND-730.....	DND/PDB-365	NEB-410.....	NEB/GAS-140
ND-740.....	DND/RET-370	NEB-420.....	NEB/GAS-145
ND-750.....	DND/RET-375	NEB-430.....	NEB/LAW-110
ND-760.....	DND/RET-380	NEB-440.....	NEB/LAW-115
ND-770.....	DND/PSB-385	NEB-450.....	NEB/LAW-120
ND-780.....	DND/PSB-390	NEB-460.....	NEB/LAW-125
ND-790.....	DND/PSB-395	NEB-470.....	NEB/OIL-190
ND-80.....	DND/JAG-040	NEB-480.....	NEB/OIL-195
ND-800.....	DND/PSB-400	NEB-490.....	NEB/OIL-200
ND-810.....	DND/DOC-410	NEB-50.....	NEB/SSB-085
ND-820.....	DND/DOC-415	NEB-500.....	NEB/OIL-205
ND-830.....	DND/DOC-420	NEB-510.....	NEB/OIL-210
ND-840.....	DND/DOC-425	NEB-520.....	NEB/OIL-215
ND-850.....	DND/DOC-430	NEB-530.....	NEB/OIL-220
ND-860.....	DND/DOC-435	NEB-540.....	NEB/OIL-225
ND-870.....	DND/DOC-440	NEB-550.....	NEB/OIL-230
ND-880.....	DND/DOC-445	NEB-560.....	NEB/OIL-235
ND-890.....	DND/CBD-450	NEB-570.....	NEB/PEO-060
ND-90.....	DND/ESD-045	NEB-580.....	NEB/PEO-065
ND-900.....	DND/CBD-455	NEB-590.....	NEB/ERW-040
ND-910.....	DND/CBD-460	NEB-60.....	NEB/EPB-150
ND-920.....	DND/DEP-465	NEB-600.....	NEB/PEO-070
ND-930.....	DND/CGP-470	NEB-610.....	NEB/PEO-075
ND-940.....	DND/CGP-475	NEB-620.....	NEB/PEO-080
ND-950.....	DND/CRC-480	NEB-70.....	NEB/EPB-155
ND-960.....	DND/CRC-485	NEB-80.....	NEB/EPB-160
ND-970.....	DND/SGB-490	NEB-90.....	NEB/EPB-165
ND-980.....	DND/SGB-495	NFB-10.....	NFB/EPB-025



1984 Number	1985 Number	1984 Number	1985 Number
NFB-100.....	NFB/SED-055	NMC-1210.....	NMC/MME-610
NFB-110.....	NFB/COM-010	NMC-1220.....	NMC/MME-615
NFB-120.....	NFB/COM-015	NMC-1230.....	NMC/MMF-620
NFB-130.....	NFB/COM-020	NMC-1240.....	NMC/MMF-625
NFB-20.....	NFB/FPB-030	NMC-1250.....	NMC/MMF-630
NFB-60.....	NFB/SED-035	NMC-1260.....	NMC/MMF-635
NFB-70.....	NFB/SED-040	NMC-1270.....	NMC/MMF-640
NFB-80.....	NFB/SED-045	NMC-1280.....	NMC/MMF-645
NFB-90.....	NFB/SED-050	NMC-1290.....	NMC/MMG-650
NFPMC-10.....	FPM/FPM-005	NMC-130.....	NMC/NPG-070
NFPMC-20.....	FPM/FPM-010	NMC-1300.....	NMC/MMG-655
NLC-10.....	NLC/ADM-005	NMC-1310.....	NMC/MMG-660
NLC-100.....	NLC/CAT-050	NMC-1320.....	NMC/MMG-665
NLC-110.....	NLC/CAT-055	NMC-1330.....	NMC/MMG-670
NLC-120.....	NLC/CAT-060	NMC-1340.....	NMC/MMG-675
NLC-130.....	NLC/CAT-065	NMC-1350.....	NMC/MST-680
NLC-140.....	NLC/LSC-070	NMC-1360.....	NMC/MST-685
NLC-150.....	NLC/LSC-075	NMC-1370.....	NMC/MST-690
NLC-170.....	NLC/PSB-080	NMC-1380.....	NMC/MST-695
NLC-180.....	NLC/PSB-085	NMC-140.....	NMC/NPG-075
NLC-190.....	NLC/PSB-090	NMC-150.....	NMC/NPG-080
NLC-20.....	NLC/ADM-010	NMC-160.....	NMC/NGA-085
NLC-200.....	NLC/PSB-095	NMC-170.....	NMC/NGA-090
NLC-210.....	NLC/PSB-100	NMC-180.....	NMC/NGA-095
NLC-220.....	NLC/PSB-105	NMC-190.....	NMC/NGA-100
NLC-230.....	NLC/PSB-110	NMC-20.....	NMC/CMS-010
NLC-240.....	NLC/PSB-115	NMC-200.....	NMC/NGA-105
NLC-250.....	NLC/PSB-120	NMC-210.....	NMC/NGA-110
NLC-260.....	NLC/PSB-130	NMC-220.....	NMC/NGA-115
NLC-270.....	NLC/PSB-125	NMC-230.....	NMC/NGB-120
NLC-30.....	NLC/ADM-015	NMC-240.....	NMC/NGB-125
NLC-40.....	NLC/ADM-020	NMC-250.....	NMC/NGB-130
NLC-50.....	NLC/ADM-025	NMC-260.....	NMC/NGB-135
NLC-60.....	NLC/CDB-030	NMC-270.....	NMC/NGC-140
NLC-70.....	NLC/CDB-035	NMC-280.....	NMC/NGC-145
NLC-80.....	NLC/CAT-040	NMC-290.....	NMC/NGC-150
NLC-90.....	NLC/CAT-045	NMC-30.....	NMC/CMS-015
NMC-10.....	NMC/CMS-005	NMC-300.....	NMC/NGC-155
NMC-100.....	NMC/NPG-055	NMC-310.....	NMC/NGC-160
NMC-1000.....	NMC/MMB-505	NMC-320.....	NMC/NGD-165
NMC-1010.....	NMC/MMB-510	NMC-330.....	NMC/NGD-170
NMC-1020.....	NMC/MMB-515	NMC-340.....	NMC/NGD-175
NMC-1030.....	NMC/MMB-520	NMC-350.....	NMC/NGD-180
NMC-1040.....	NMC/MMB-525	NMC-360.....	NMC/NGD-185
NMC-1050.....	NMC/MMC-530	NMC-370.....	NMC/NGD-190
NMC-1060.....	NMC/MMC-535	NMC-380.....	NMC/NGD-195
NMC-1070.....	NMC/MMC-540	NMC-390.....	NMC/NGE-200
NMC-1080.....	NMC/MMC-545	NMC-40.....	NMC/CMS-020
NMC-1090.....	NMC/MMC-550	NMC-400.....	NMC/NGE-205
NMC-110.....	NMC/NPG-060	NMC-410.....	NMC/NGE-210
NMC-1100.....	NMC/MMC-555	NMC-420.....	NMC/NGE-215
NMC-1110.....	NMC/MMD-560	NMC-430.....	NMC/NGE-220
NMC-1120.....	NMC/MMD-565	NMC-440.....	NMC/NGE-225
NMC-1130.....	NMC/MMD-570	NMC-450.....	NMC/NGF-230
NMC-1140.....	NMC/MMD-575	NMC-460.....	NMC/NGF-235
NMC-1150.....	NMC/MMD-580	NMC-470.....	NMC/NGF-240
NMC-1160.....	NMC/MMD-585	NMC-480.....	NMC/NGF-245
NMC-1170.....	NMC/MME-590	NMC-490.....	NMC/NGF-250
NMC-1180.....	NMC/MME-595	NMC-50.....	NMC/CMS-025
NMC-1190.....	NMC/MME-600	NMC-500.....	NMC/NGF-255
NMC-120.....	NMC/NPG-065	NMC-510.....	NMC/NGF-260
NMC-1200.....	NMC/MME-605	NMC-520.....	NMC/NGF-265

## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
NMC-530.....	NMC/NGF-270	NPA-40.....	NPA/ADM-020
NMC-540.....	NMC/NGG-275	NPA-50.....	NPA/ADM-025
NMC-550.....	NMC/NGG-280	NPA-60.....	NPA/ADM-030
NMC-560.....	NMC/NGH-285	NPA-70.....	NPA/ADM-035
NMC-570.....	NMC/NGH-290	NPA-80.....	NPA/ODO-040
NMC-580.....	NMC/NGH-295	NPA-90.....	NPA/TRA-045
NMC-590.....	NMC/NGH-300	NPB-10.....	NPB/NPB-005
NMC-60.....	NMC/CMS-035	NPB-20.....	NPB/NPB-010
NMC-600.....	NMC/NGH-305	NPB-30.....	NPB/NPB-015
NMC-610.....	NMC/NSA-310	NPB-40.....	NPB/NPB-020
NMC-620.....	NMC/NSA-315	NPB-50.....	NPB/NPB-025
NMC-630.....	NMC/NSA-320	NPB-60.....	NPB/NPB-030
NMC-640.....	NMC/NSA-325	NPB-70.....	NPB/NPB-035
NMC-650.....	NMC/NSB-330	NPB-80.....	NPB/NPB-040
NMC-660.....	NMC/NSB-335	NPB-90.....	NPB/NPB-045
NMC-670.....	NMC/NSB-340	NSERC-10.....	SER/OPS-005
NMC-680.....	NMC/NSC-345	NSERC-20.....	SER/OPS-010
NMC-690.....	NMC/NSC-350	OCG-10.....	OCG/PCU-005
NMC-700.....	NMC/NSC-355	OCG-100.....	OCG/PDB-045
NMC-710.....	NMC/NSC-360	OCG-110.....	OCG/PDB-050
NMC-720.....	NMC/NSC-365	OCG-120.....	OCG/PDB-055
NMC-730.....	NMC/NSD-370	OCG-130.....	OCG/PDB-060
NMC-740.....	NMC/NSD-375	OCG-140.....	OCG/PDB-065
NMC-750.....	NMC/NSD-380	OCG-150.....	OCG/PDB-070
NMC-760.....	NMC/NSD-385	OCG-160.....	OCG/PDB-075
NMC-770.....	NMC/NSD-390	OCG-170.....	OCG/PDB-080
NMC-780.....	NMC/NSE-395	OCG-180.....	OCG/PDB-085
NMC-790.....	NMC/NSE-400	OCG-190.....	OCG/PDB-090
NMC-80.....	NMC/NPG-045	OCG-200.....	OCG/PDB-095
NMC-800.....	NMC/NSE-405	OCG-210.....	OCG/PDB-100
NMC-810.....	NMC/NSE-410	OCG-220.....	OCG/PDB-105
NMC-820.....	NMC/NSF-415	OCG-230.....	OCG/PDB-110
NMC-830.....	NMC/NSF-420	OCG-240.....	OCG/PDB-115
NMC-840.....	NMC/NSF-425	OCG-250.....	OCG/PDB-120
NMC-850.....	NMC/NSF-430	OCG-260.....	OCG/PDB-125
NMC-860.....	NMC/NSF-435	OCG-270.....	OCG/PDB-130
NMC-870.....	NMC/NSF-440	OCG-280.....	OCG/PEB-135
NMC-880.....	NMC/NSG-445	OCG-290.....	OCG/PEB-145
NMC-890.....	NMC/NSG-450	OCG-30.....	OCG/PCU-010
NMC-90.....	NMC/NPG-050	OCG-300.....	OCG/PEB-150
NMC-900.....	NMC/NSG-455	OCG-310.....	OCG/PEB-155
NMC-910.....	NMC/NSG-460	OCG-320.....	OCG/PEB-160
NMC-920.....	NMC/NSG-465	OCG-330.....	OCG/PEB-165
NMC-930.....	NMC/MMA-470	OCG-340.....	OCG/PEB-170
NMC-940.....	NMC/MMA-475	OCG-40.....	OCG/PCU-015
NMC-950.....	NMC/MMA-480	OCG-50.....	OCG/PCU-020
NMC-960.....	NMC/MMA-485	OCG-60.....	OCG/MPB-025
NMC-970.....	NMC/MMA-490	OCG-70.....	OCG/MPB-030
NMC-980.....	NMC/MMA-495	OCG-80.....	OCG/MPB-035
NMC-990.....	NMC/MMB-500	OCG-90.....	OCG/PDB-040
NPA-10.....	NPA/COM-005	OCI-10.....	OCI/CIN-005
NPA-100.....	NPA/TRA-050	OCI-20.....	OCI/CIN-010
NPA-110.....	NPA/TRA-055	OCI-30.....	OCI/CIN-015
NPA-120.....	NPA/SEE-060	OCI-40.....	OCI/CIN-020
NPA-130.....	NPA/SEE-065	OCI-50.....	OCI/CIN-025
NPA-140.....	NPA/SEE-070	OCI-60.....	OCI/CIN-030
NPA-150.....	NPA/SEE-075	PAB-10.....	PAB/PAB-005
NPA-160.....	NPA/SRU-080	PAC-10.....	PAC/DAO-005
NPA-170.....	NPA/SRU-085	PAC-100.....	PAC/NMC-050
NPA-180.....	NPA/SRU-090	PAC-110.....	PAC/NMC-055
NPA-190.....	NPA/EDU-095	PAC-120.....	PAC/NMC-060
NPA-200.....	NPA/EDU-100	PAC-130.....	PAC/NMC-065



1984 Number	1985 Number	1984 Number	1985 Number
PAC-140.....	PAC/MAD-070	PSC-100.....	PSC/AUD-025
PAC-150.....	PAC/MAD-075	PSC-110.....	PSC/AIB-015
PAC-160.....	PAC/MRA-080	PSC-120.....	PSC/AIB-005
PAC-170.....	PAC/MRA-085	PSC-130.....	PSC/AIB-010
PAC-180.....	PAC/MRA-090	PSC-140.....	PSC/SDB-085
PAC-190.....	PAC/MRA-095	PSC-141.....	PSC/SDB-090
PAC-20.....	PAC/DAO-010	PSC-142.....	PSC/SDB-095
PAC-200.....	PAC/NPC-100	PSC-160.....	PSC/SDB-100
PAC-210.....	PAC/NPC-105	PSC-20.....	PSC/MCP-070
PAC-220.....	PAC/NPC-110	PSC-200.....	PSC/LTB-105
PAC-230.....	PAC/NPC-115	PSC-30.....	PSC/MCP-075
PAC-240.....	PAC/PID-120	PSC-40.....	PSC/SPB-030
PAC-250.....	PAC/PID-125	PSC-60.....	PSC/SPB-040
PAC-260.....	PAC/PID-130	PSC-70.....	PSC/SPB-045
PAC-270.....	PAC/PAL-135	PSC-80.....	PSC/SPB-050
PAC-280.....	PAC/PAL-140	PSC-91.....	PSC/SPB-055
PAC-290.....	PAC/PAL-145	PSSRB-10.....	SRB/OSR-020
PAC-30.....	PAC/FAD-015	PSSRB-100.....	SRB/OSR-065
PAC-300.....	PAC/LPO-150	PSSRB-110.....	SRB/OSR-070
PAC-305.....	PAC/CMO-155	PSSRB-120.....	SRB/OSR-075
PAC-310.....	PAC/FRC-160	PSSRB-130.....	SRB/OSR-080
PAC-340.....	PAC/NPR-165	PSSRB-140.....	SRB/OSR-085
PAC-370.....	PAC/NPR-170	PSSRB-150.....	SRB/OSR-090
PAC-380.....	PAC/RMM-180	PSSRB-160.....	SRB/OSR-095
PAC-40.....	PAC/FAD-020	PSSRB-170.....	SRB/OSR-100
PAC-410.....	PAC/MSR-175	PSSRB-180.....	SRB/OSR-105
PAC-415.....	PAC/RMM-185	PSSRB-190.....	SRB/OSR-110
PAC-490.....	PAC/ODA-190	PSSRB-20.....	SRB/OSR-025
PAC-495.....	PAC/PSD-195	PSSRB-200.....	SRB/OSR-115
PAC-50.....	PAC/FAD-025	PSSRB-210.....	SRB/OSR-120
PAC-500.....	PAC/PCD-200	PSSRB-220.....	SRB/OSR-125
PAC-505.....	PAC/RCD-205	PSSRB-230.....	SRB/OMD-130
PAC-60.....	PAC/FTS-030	PSSRB-240.....	SRB/OMD-135
PAC-70.....	PAC/FTS-035	PSSRB-250.....	SRB/OMD-140
PAC-80.....	PAC/FTS-040	PSSRB-260.....	SRB/LGS-145
PAC-90.....	PAC/FTS-045	PSSRB-270.....	SRB/PRB-005
PBI-20.....	NRC/PBI-565	PSSRB-280.....	SRB/PRB-010
PBI-30.....	NRC/PBI-570	PSSRB-290.....	SRB/PRB-015
PBI-60.....	NRC/PBI-585	PSSRB-30.....	SRB/OSR-030
PC-10.....	CPC/POR-005	PSSRB-40.....	SRB/OSR-035
PC-20.....	CPC/POR-010	PSSRB-50.....	SRB/OSR-040
PC-30.....	CPC/COR-015	PSSRB-60.....	SRB/OSR-045
PH-10.....	NRC/DPH-505	PSSRB-70.....	SRB/OSR-050
PH-100.....	NRC/DPH-550	PSSRB-80.....	SRB/OSR-055
PH-110.....	NRC/DPH-555	PSSRB-90.....	SRB/OSR-060
PH-20.....	NRC/DPH-510	PWC-10.....	PWC/PWC-005
PH-30.....	NRC/DPH-515	PWC-100.....	PWC/PWC-050
PH-40.....	NRC/DPH-520	PWC-110.....	PWC/PWC-055
PH-50.....	NRC/DPH-525	PWC-120.....	PWC/PWC-060
PH-60.....	NRC/DPH-530	PWC-130.....	PWC/PWC-065
PH-70.....	NRC/DPH-535	PWC-140.....	PWC/PWC-070
PH-80.....	NRC/DPH-540	PWC-150.....	PWC/PWC-075
PH-90.....	NRC/DPH-545	PWC-160.....	PWC/PWC-080
PIB-10.....	NRC/PBI-560	PWC-170.....	PWC/PWC-085
PIB-40.....	NRC/PBI-575	PWC-180.....	PWC/PWC-090
PIB-50.....	NRC/PBI-580	PWC-20.....	PWC/PWC-010
PPA-10.....	PPA/OPE-005	PWC-30.....	PWC/PWC-015
PPA-20.....	PPA/OPE-010	PWC-40.....	PWC/PWC-020
PRB-10.....	VAC/PRB-005	PWC-50.....	PWC/PWC-025
PRIS-10.....	NRC/EXE-020	PWC-60.....	PWC/PWC-030
PSC-05.....	PSC/EXS-020	PWC-70.....	PWC/PWC-035
PSC-10.....	PSC/MCP-065	PWC-80.....	PWC/PWC-040



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
PWC-90 .....	PWC/PWC-045	RCCE-760 .....	RCC/CAE-415
RCCE-10 .....	RCC/CPE-340	RCCE-770 .....	RCC/CAE-420
RCCE-100 .....	RCC/CPE-290	RCCE-780 .....	RCC/CAE-425
RCCE-110 .....	RCC/CPE-295	RCCE-790 .....	RCC/CAE-440
RCCE-120 .....	RCC/CPE-300	RCCE-80 .....	RCC/CPE-280
RCCE-130 .....	RCC/CPE-305	RCCE-800 .....	RCC/CPE-225
RCCE-140 .....	RCC/CPE-310	RCCE-810 .....	RCC/CPE-275
RCCE-150 .....	RCC/CPE-250	RCCE-820 .....	RCC/CPE-330
RCCE-160 .....	RCC/CPE-255	RCCE-830 .....	RCC/CPE-365
RCCE-170 .....	RCC/CPE-380	RCCE-840 .....	RCC/CPE-370
RCCE-180 .....	RCC/CPE-170	RCCE-850 .....	RCC/CPE-390
RCCE-190 .....	RCC/CPE-175	RCCE-860 .....	RCC/CPE-400
RCCE-200 .....	RCC/CPE-180	RCCE-870 .....	RCC/CPE-405
RCCE-210 .....	RCC/CPE-185	RCCE-880 .....	RCC/EPE-070
RCCE-220 .....	RCC/CPE-190	RCCE-890 .....	RCC/EPE-095
RCCE-230 .....	RCC/CPE-195	RCCE-90 .....	RCC/CPE-285
RCCE-240 .....	RCC/CPE-200	RCCE-900 .....	RCC/EPE-100
RCCE-250 .....	RCC/CPE-205	RCCE-910 .....	RCC/EPE-105
RCCE-260 .....	RCC/CPE-215	RCCE-920 .....	RCC/CAE-430
RCCE-270 .....	RCC/CPE-230	RCCE-930 .....	RCC/CAE-435
RCCE-280 .....	RCC/CPE-235	RCDA-630 .....	RCC/EPE-050
RCCE-290 .....	RCC/CPE-240	RCM-10 .....	RCM/INM-005
RCCE-300 .....	RCC/CPE-220	RCM-100 .....	RCM/MAD-045
RCCE-310 .....	RCC/CPE-210	RCM-110 .....	RCM/ENS-060
RCCE-320 .....	RCC/CAE-445	RCM-110 .....	RCM/TES-110
RCCE-330 .....	RCC/CPE-245	RCM-120 .....	RCM/ENG-065
RCCE-340 .....	RCC/CPE-375	RCM-140 .....	RCM/QAA-100
RCCE-350 .....	RCC/CPE-395	RCM-140 .....	RCM/QAA-095
RCCE-360 .....	RCC/CPE-315	RCM-160 .....	RCM/MAM-070
RCCE-370 .....	RCC/CPE-320	RCM-160 .....	RCM/MAM-080
RCCE-390 .....	RCC/CPE-325	RCM-170 .....	RCM/REF-105
RCCE-40 .....	RCC/CPE-260	RCM-20 .....	RCM/MRD-010
RCCE-400 .....	RCC/CPE-335	RCM-30 .....	RCM/BRS-015
RCCE-410 .....	RCC/CPE-345	RCM-40 .....	RCM/PUR-025
RCCE-420 .....	RCC/CPE-145	RCM-50 .....	RCM/CNP-030
RCCE-430 .....	RCC/CPE-140	RCM-60 .....	RCM/MAD-040
RCCE-440 .....	RCC/CPE-135	RCM-80 .....	RCM/CAM-050
RCCE-450 .....	RCC/CPE-155	RCM-80 .....	RCM/MAM-090
RCCE-460 .....	RCC/CPE-150	RCM-90 .....	RCM/CAM-055
RCCE-470 .....	RCC/CPE-165	RCMP-10 .....	CMP/COM-005
RCCE-480 .....	RCC/CPE-160	RCMP-100 .....	CMP/CID-040
RCCE-490 .....	RCC/EPE-110	RCMP-110 .....	CMP/CID-045
RCCE-50 .....	RCC/CPE-265	RCMP-120 .....	CMP/CID-050
RCCE-500 .....	RCC/EPE-115	RCMP-130 .....	CMP/CID-055
RCCE-510 .....	RCC/EPE-120	RCMP-140 .....	CMP/CID-060
RCCE-520 .....	RCC/EPE-125	RCMP-150 .....	CMP/CID-065
RCCE-530 .....	RCC/EPE-130	RCMP-160 .....	CMP/CID-070
RCCE-540 .....	RCC/EPE-005	RCMP-170 .....	CMP/CID-075
RCCE-550 .....	RCC/EPE-010	RCMP-180 .....	CMP/CID-080
RCCE-560 .....	RCC/EPE-015	RCMP-190 .....	CMP/CID-085
RCCE-570 .....	RCC/EPE-020	RCMP-20 .....	CMP/COM-010
RCCE-580 .....	RCC/EPE-025	RCMP-200 .....	CMP/CID-090
RCCE-590 .....	RCC/EPE-045	RCMP-210 .....	CMP/CIS-095
RCCE-60 .....	RCC/CPE-270	RCMP-220 .....	CMP/AIR-100
RCCE-600 .....	RCC/EPE-040	RCMP-230 .....	CMP/LAB-130
RCCE-610 .....	RCC/EPE-075	RCMP-240 .....	CMP/IDD-105
RCCE-680 .....	RCC/EPE-080	RCMP-250 .....	CMP/LAB-135
RCCE-690 .....	RCC/EPE-085	RCMP-260 .....	CMP/IDD-110
RCCE-700 .....	RCC/EPE-090	RCMP-270 .....	CMP/IDD-115
RCCE-710 .....	RCC/EPE-030	RCMP-280 .....	CMP/IDD-120
RCCE-720 .....	RCC/EPE-035	RCMP-290 .....	CMP/IDD-125
RCCE-750 .....	RCC/CAE-410	RCMP-30 .....	CMP/FSD-015

1984 Number	1985 Number	1984 Number	1985 Number
RCMP-300.....	CMP/AIP-140	RCT-230.....	RCT/LEG-095
RCMP-310.....	CMP/AIP-145	RCT-240.....	RCT/PSB-125
RCMP-320.....	CMP/PRO-150	RCT-250.....	RCT/PSB-130
RCMP-330.....	CMP/PRO-155	RCT-260.....	RCT/PSB-135
RCMP-340.....	CMP/PRO-160	RCT-270.....	RCT/PSB-140
RCMP-350.....	CMP/PRO-165	RCT-280.....	RCT/PSB-145
RCMP-360.....	CMP/RSV-170	RCT-290.....	RCT/PSB-150
RCMP-370.....	CMP/RSV-175	RCT-30.....	RCT/MCD-015
RCMP-380.....	CMP/RSV-180	RCT-300.....	RCT/PSB-155
RCMP-390.....	CMP/RSV-185	RCT-310.....	RCT/PSB-160
RCMP-400.....	CMP/RSV-190	RCT-320.....	RCT/PSB-165
RCMP-410.....	CMP/RSV-195	RCT-330.....	RCT/PSB-170
RCMP-420.....	CMP/RSV-200	RCT-340.....	RCT/PSB-175
RCMP-430.....	CMP/RSV-205	RCT-350.....	RCT/PSB-180
RCMP-440.....	CMP/RSV-210	RCT-360.....	RCT/PSB-185
RCMP-450.....	CMP/RSV-215	RCT-370.....	RCT/PSB-190
RCMP-460.....	CMP/RSU-220	RCT-380.....	RCT/PSB-195
RCMP-470.....	CMP/RSV-225	RCT-390.....	RCT/PSB-200
RCMP-480.....	CMP/RSU-230	RCT-40.....	RCT/IAE-025
RCMP-490.....	CMP/TRN-235	RCT-400.....	RCT/PSB-205
RCMP-50.....	CMP/AUD-020	RCT-410.....	RCT/PSB-210
RCMP-500.....	CMP/TRN-240	RCT-420.....	RCT/PSB-215
RCMP-510.....	CMP/DEP-245	RCT-430.....	RCT/PSB-220
RCMP-520.....	CMP/DEP-250	RCT-440.....	RCT/PSB-225
RCMP-530.....	CMP/DEP-255	RCT-450.....	RCT/PSB-230
RCMP-540.....	CMP/OPD-260	RCT-460.....	RCT/PSB-235
RCMP-550.....	CMP/OPD-265	RCT-470.....	RCT/PSB-240
RCMP-560.....	CMP/OPD-270	RCT-480.....	RCT/PSB-245
RCMP-570.....	CMP/OPD-275	RCT-490.....	RCT/PSB-250
RCMP-580.....	CMP/OPD-280	RCT-50.....	RCT/LEG-105
RCMP-590.....	CMP/OPD-285	RCT-500.....	RCT/PSB-255
RCMP-60.....	CMP/AUD-021	RCT-510.....	RCT/PSB-260
RCMP-600.....	CMP/OPD-290	RCT-520.....	RCT/PSB-265
RCMP-610.....	CMP/OPD-295	RCT-530.....	RCT/PSB-270
RCMP-620.....	CMP/OPD-300	RCT-540.....	RCT/PSB-275
RCMP-630.....	CMP/OPD-305	RCT-550.....	RCT/PSB-280
RCMP-640.....	CMP/OPD-310	RCT-560.....	RCT/PSB-285
RCMP-650.....	CMP/OPD-315	RCT-570.....	RCT/PSB-290
RCMP-660.....	CMP/OPD-320	RCT-580.....	RCT/PSB-295
RCMP-670.....	CMP/OPD-325	RCT-590.....	RCT/APP-300
RCMP-680.....	CMP/OPD-330	RCT-60.....	RCT/LEG-110
RCMP-690.....	CMP/OPD-335	RCT-600.....	RCT/APP-305
RCMP-70.....	CMP/AUD-025	RCT-610.....	RCT/APP-310
RCMP-700.....	CMP/OPD-340	RCT-620.....	RCT/APP-315
RCMP-710.....	CMP/OPD-345	RCT-630(B).....	RCT/IAE-030
RCMP-80.....	CMP/PRB-030	RCT-640(B).....	RCT/IAE-035
RCMP-90.....	CMP/PRB-035	RCT-70.....	RCT/LEG-115
RCT-10.....	RCT/MCD-005	RCT-90.....	RCT/LEG-120
RCT-100.....	RCT/MCD-020	RCT-930.....	RCT/MSB-320
RCT-110.....	RCT/LEG-040	RIE-10.....	RIE/JMD-005
RCT-120.....	RCT/LEG-045	RIE-100.....	RIE/MEE-125
RCT-130.....	RCT/LEG-050	RIE-110.....	RIE/ELA-130
RCT-140.....	RCT/LEG-055	RIE-120.....	RIE/OII-135
RCT-150.....	RCT/LEG-060	RIE-121.....	RIE/OII-140
RCT-160.....	RCT/LEG-065	RIE-122.....	RIE/OII-145
RCT-170.....	RCT/LEG-100	RIE-123.....	RIE/OII-150
RCT-180.....	RCT/LEG-070	RIE-124.....	RIE/OII-155
RCT-190.....	RCT/LEG-075	RIE-130.....	RIE/EMP-160
RCT-20.....	RCT/MCD-010	RIE-135.....	RIE/MEB-165
RCT-200.....	RCT/LEG-080	RIE-140.....	RIE/TOU-170
RCT-210.....	RCT/LEG-085	RIE-150.....	RIE/BSP-175
RCT-220.....	RCT/LEG-090	RIE-151.....	RIE/BSP-180



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
RIE-152.....	RIE/BSP-185	SC-20.....	STC/COP-015
RIE-153.....	RIE/BSP-190	SC-200.....	STC/HLT-105
RIE-160.....	RIE/BSP-195	SC-210.....	STC/HLT-110
RIE-170.....	RIE/BSP-200	SC-220.....	STC/HLT-115
RIE-180.....	RIE/CCB-205	SC-230.....	STC/HLT-120
RIE-190.....	RIE/POL-210	SC-240.....	STC/CCJ-125
RIE-20.....	RIE/PPA-010	SC-250.....	STC/CCJ-130
RIE-200.....	RIE/PRE-265	SC-260.....	STC/CCJ-135
RIE-21.....	RIE/PPA-015	SC-270.....	STC/CCJ-140
RIE-210.....	RIE/CSB-270	SC-280.....	STC/CCJ-145
RIE-22.....	RIE/PPA-020	SC-290.....	STC/CCJ-150
RIE-23.....	RIE/PPA-025	SC-30.....	STC/COP-020
RIE-250.....	RIE/RHB-275	SC-300.....	STC/CCJ-155
RIE-251.....	RIE/RHB-280	SC-310.....	STC/ECT-165
RIE-260.....	RIE/CIR-290	SC-320.....	STC/ECT-170
RIE-270.....	RIE/AUD-295	SC-330.....	STC/ECT-175
RIE-274.....	RIE/AUD-300	SC-340.....	STC/ECT-180
RIE-280.....	RIE/NED-325	SC-350.....	STC/ECT-185
RIE-290.....	RIE/XRO-330	SC-360.....	STC/ECT-190
RIE-291.....	RIE/XRO-335	SC-370.....	STC/ECT-195
RIE-292.....	RIE/XRO-340	SC-380.....	STC/ECT-200
RIE-293.....	RIE/XRO-345	SC-390.....	STC/PUI-210
RIE-294.....	RIE/XRO-350	SC-40.....	STC/HFS-025
RIE-30.....	RIE/OIA-030	SC-400.....	STC/PUI-215
RIE-300.....	RIE/NSP-355	SC-410.....	STC/PUI-220
RIE-301.....	RIE/NSP-360	SC-420.....	STC/NAC-225
RIE-302.....	RIE/NSP-365	SC-430.....	STC/GNP-235
RIE-303.....	RIE/NSP-370	SC-440.....	STC/IMA-240
RIE-304.....	RIE/NSP-375	SC-450.....	STC/IFE-245
RIE-40.....	RIE/RPI-070	SC-460.....	STC/IFE-250
RIE-50.....	RIE/FCP-075	SC-470.....	STC/IFE-255
RIE-60.....	RIE/SEI-080	SC-480.....	STC/IFE-260
RIE-70.....	RIE/IRB-085	SC-490.....	STC/INO-265
RIE-80.....	RIE/PPC-100	SC-50.....	STC/DEM-030
RIE-81.....	RIE/PPC-105	SC-500.....	STC/ECA-275
RIE-82.....	RIE/PPC-110	SC-510.....	STC/POS-280
RIE-83.....	RIE/PPC-115	SC-520.....	STC/NAD-230
RIE-90.....	RIE/AMR-120	SC-530.....	STC/SES-285
RJ-10.....	NRC/TTR-735	SC-550.....	STC/STA-290
RPSO-10.....	NRC/PAS-745	SC-560.....	STC/STA-295
RTPC-10.....	RTP/COM-005	SC-570.....	STC/INO-270
RTPC-20.....	RTP/COM-010	SC-580.....	STC/IOF-435
SC-10.....	STC/SIL-010	SC-590.....	STC/IOF-440
SC-100.....	STC/HLD-050	SC-60.....	STC/HLD-035
SC-1000.....	STC/GEO-520	SC-600.....	STC/IND-310
SC-1010.....	STC/BUS-525	SC-610.....	STC/IND-315
SC-1020.....	STC/BUS-530	SC-620.....	STC/IND-320
SC-1030.....	STC/STD-535	SC-630.....	STC/IND-325
SC-1040.....	STC/SVM-540	SC-640.....	STC/IND-330
SC-1050.....	STC/BSM-545	SC-650.....	STC/IND-335
SC-1060.....	STC/ADD-550	SC-660.....	STC/IND-340
SC-1070.....	STC/TSR-555	SC-670.....	STC/IND-345
SC-1080.....	STC/SAD-560	SC-680.....	STC/IND-350
SC-110.....	STC/HLD-055	SC-690.....	STC/IND-355
SC-120.....	STC/LAB-065	SC-70.....	STC/HLD-040
SC-130.....	STC/LAB-070	SC-700.....	STC/IND-360
SC-140.....	STC/LAB-075	SC-710.....	STC/IND-365
SC-150.....	STC/HLT-080	SC-720.....	STC/IND-385
SC-160.....	STC/HLT-085	SC-730.....	STC/TRA-390
SC-170.....	STC/HLT-090	SC-740.....	STC/TRA-395
SC-180.....	STC/HLT-095	SC-750.....	STC/TRA-400
SC-190.....	STC/HLT-100	SC-760.....	STC/TRA-405



1984 Number	1985 Number	1984 Number	1985 Number
SC-770.....	STC/SER-430	SLSA-120.....	SLS/ESB-060
SC-780.....	STC/SCT-480	SLSA-130.....	SLS/OMB-065
SC-790.....	STC/IND-370	SLSA-130.....	SLS/ESB-065
SC-80.....	STC/LHS-060	SLSA-140.....	SLS/OMB-070
SC-800.....	STC/SCT-470	SLSA-140.....	SLS/ESB-070
SC-810.....	STC/SCT-475	SLSA-150.....	SLS/ESB-075
SC-820.....	STC/IND-375	SLSA-160.....	SLS/ESB-080
SC-830.....	STC/IND-380	SLSA-160.....	SLS/OMB-080
SC-840.....	STC/SER-425	SLSA-170.....	SLS/ESB-085
SC-850.....	STC/INT-410	SLSA-180.....	SLS/ESB-090
SC-860.....	STC/PRI-415	SLSA-190.....	SLS/ESB-095
SC-870.....	STC/PRI-420	SLSA-20.....	SLS/OMB-010
SC-880.....	STC/AGR-445	SLSA-200.....	SLS/EMW-100
SC-890.....	STC/AGR-450	SLSA-210.....	SLS/EMW-105
SC-90.....	STC/HLD-045	SLSA-220.....	SLS/ESB-110
SC-900.....	STC/AGR-455	SLSA-230.....	SLS/EMW-115
SC-910.....	STC/AGR-460	SLSA-240.....	SLS/SIB-120
SC-920.....	STC/SCT-465	SLSA-30.....	SLS/OMB-015
SC-930.....	STC/INM-485	SLSA-40.....	SLS/FAB-020
SC-940.....	STC/ISD-490	SLSA-50.....	SLS/FAB-025
SC-950.....	STC/ISD-495	SLSA-60.....	SLS/FAR-030
SC-960.....	STC/CLS-505	SLSA-70.....	SLS/FAR-035
SC-970.....	STC/ISD-500	SLSA-80.....	SLS/ODW-040
SC-980.....	STC/CLS-510	SLSA-80.....	SLS/ODE-040
SC-990.....	STC/CLS-515	SLSA-90.....	SLS/ODW-045
SCC-10.....	SCC/RES-005	SLSA-90.....	SLS/ODE-045
SCS-780.....	CPS/OSD-365	SS-10.....	SSC/ESP-005
SGC-10.....	SGC/PSB-005	SS-100.....	SSC/CCP-055
SGC-100.....	SGC/PRB-050	SS-110.....	SSC/CCP-060
SGC-110.....	SGC/POL-095	SS-120.....	SSC/CCP-065
SGC-120.....	SGC/POL-100	SS-130.....	SSC/CCP-070
SGC-130.....	SGC/POL-105	SS-131.....	SSC/CCP-075
SGC-140.....	SGC/PSB-015	SS-132.....	SSC/CCP-080
SGC-150.....	SGC/POL-110	SS-140.....	SSC/OLP-025
SGC-160.....	SGC/POL-115	SS-150.....	SSC/ARO-095
SGC-170.....	SGC/PSB-020	SS-20.....	SSC/ESP-010
SGC-180.....	SGC/PSB-025	SS-30.....	SSC/OLP-030
SGC-190.....	SGC/PSB-030	SS-40.....	SSC/OLP-015
SGC-20.....	SGC/PSB-010	SS-50.....	SSC/OLP-020
SGC-200.....	SGC/PSB-035	SS-60.....	SSC/CCP-035
SGC-210.....	SGC/PSB-040	SS-70.....	SSC/CCP-040
SGC-220.....	SGC/PSB-045	SS-80.....	SSC/CCP-045
SGC-30.....	SGC/POL-060	SS-90.....	SSC/CCP-050
SGC-40.....	SGC/POL-065	SSC-10.....	DSS/SOS-005
SGC-50.....	SGC/POL-070	SSC-10.....	SDC/NSB-005
SGC-60.....	SGC/POL-075	SSC-100.....	DSS/ROS-060
SGC-70.....	SGC/POL-080	SSC-110.....	DSS/SOS-020
SGC-80.....	SGC/POL-085	SSC-120.....	DSS/FAS-100
SGC-90.....	SGC/POL-090	SSC-130.....	DSS/ROS-065
SIS-010 (B).....	SIS/DDS-005	SSC-140.....	DSS/SOS-025
SIS-020 (B).....	SIS/DDS-010	SSC-160.....	DSS/FAS-105
SIS-030 (B).....	SIS/DDS-015	SSC-170.....	DSS/SOS-030
SIS-040 (B).....	SIS/DDS-020	SSC-180.....	DSS/SOS-035
SIS-050 (B).....	SIS/DDS-025	SSC-190.....	DSS/SOS-040
SIS-060 (B).....	SIS/DDS-030	SSC-20.....	DSS/DCS-180
SIS-070 (B).....	SIS/DDS-035	SSC-20.....	SDC/NSB-010
SIS-080 (B).....	SIS/DDS-040	SSC-200.....	DSS/SOS-045
SLSA-10.....	SLS/CPB-005	SSC-210.....	DSS/ROS-070
SLSA-100.....	SLS/ODW-050	SSC-220.....	DSS/ROS-075
SLSA-100.....	SLS/ODE-050	SSC-230.....	DSS/ROS-080
SLSA-110.....	SLS/EMW-055	SSC-240.....	DSS/MOS-125
SLSA-110.....	SLS/EME-055	SSC-250.....	DSS/MOS-130

## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
SSC-260 .....	DSS/ROS-090	SSHRC-220 .....	SHR/RES-065
SSC-30 .....	DSS/SOS-010	SSHRC-220 .....	SHR/STR-120
SSC-30 .....	SDC/NSB-015	SSHRC-220 .....	SHR/IDR-205
SSC-310 .....	DSS/MOS-135	SSHRC-220 .....	SHR/FEL-250
SSC-320 .....	DSS/MOS-140	SSHRC-240 .....	SHR/STR-105
SSC-330 .....	DSS/MOS-145	SSHRC-30 .....	SHR/ODG-030
SSC-340 .....	DSS/MOS-150	SSHRC-40 .....	SHR/INF-015
SSC-350 .....	DSS/MOS-155	SSHRC-50 .....	SHR/EVA-020
SSC-360 .....	DSS/MOS-160	SSHRC-60 .....	SHR/EVA-025
SSC-361 .....	DSS/ODD-175	SSHRC-70 .....	SHR/RES-035
SSC-370 .....	DSS/MOS-165	SSHRC-71 .....	SHR/RES-040
SSC-380 .....	DSS/MOS-170	SSHRC-80 .....	SHR/RES-045
SSC-390 .....	DSS/FAS-110	SSHRC-90 .....	SHR/RES-050
SSC-40 .....	DSS/FAS-095	SW-10 .....	OSW/OSW-005
SSC-40 .....	SDC/EIB-020	SW-20 .....	OSW/OSW-010
SSC-400 .....	DSS/FAS-115	SW-30 .....	OSW/OSW-015
SSC-410 .....	DSS/FAS-120	SW-40 .....	OSW/OSW-020
SSC-420 .....	DSS/STP-210	SW-50 .....	OSW/OSW-025
SSC-430 .....	DSS/STP-215	SW-60 .....	OSW/OSW-030
SSC-50 .....	DSS/SOS-015	SW-70 .....	OSW/OSW-035
SSC-50 .....	SDC/EIB-025	SW-80 .....	OSW/OSW-040
SSC-60 .....	SDC/ISB-030	TB-10 .....	TBD/REF-005
SSC-60 .....	DSS/DCS-185	TB-10 .....	TBS/APB-025
SSC-70 .....	DSS/DCS-190	TB-1000 .....	TBS/SRB-445
SSC-70 .....	SDC/ISB-035	TB-1010 .....	TBS/SRB-450
SSC-80 .....	DSS/ROS-050	TB-1020 .....	TBS/SRB-455
SSC-90 .....	DSS/ROS-055	TB-1030 .....	TBS/SRB-460
SSHDR-181 .....	SHR/IDR-130	TB-1040 .....	TBS/SRB-465
SSHRC-10 .....	SHR/SEC-005	TB-1050 .....	TBS/SRB-470
SSHRC-100 .....	SHR/RES-055	TB-1060 .....	TBS/SRB-475
SSHRC-110 .....	SHR/STR-070	TB-1070 .....	TBS/SRB-480
SSHRC-120 .....	SHR/STR-075	TB-1080 .....	TBS/SRB-485
SSHRC-121 .....	SHR/STR-080	TB-1090 .....	TBS/SRB-490
SSHRC-130 .....	SHR/STR-085	TB-110 .....	TBS/APB-070
SSHRC-140 .....	SHR/STR-090	TB-1100 .....	TBS/SRB-495
SSHRC-150 .....	SHR/STR-095	TB-1110 .....	TBS/SRB-500
SSHRC-160 .....	SHR/STR-100	TB-1120 .....	TBS/SRB-505
SSHRC-170 .....	SHR/STR-110	TB-1130 .....	TBS/SRB-510
SSHRC-180 .....	SHR/IDR-125	TB-1140 .....	TBS/SRB-515
SSHRC-182 .....	SHR/IDR-135	TB-1150 .....	TBS/PRB-525
SSHRC-183 .....	SHR/IDR-140	TB-1160 .....	TBS/PRB-530
SSHRC-184 .....	SHR/IDR-145	TB-1170 .....	TBS/PRB-535
SSHRC-185 .....	SHR/IDR-150	TB-1180 .....	TBS/PRB-540
SSHRC-190 .....	SHR/FEL-210	TB-1190 .....	TBS/PRB-545
SSHRC-191 .....	SHR/FEL-215	TB-120 .....	TBS/APB-075
SSHRC-192 .....	SHR/FEL-220	TB-1200 .....	TBS/PRB-550
SSHRC-193 .....	SHR/FEL-225	TB-1210 .....	TBS/PRB-555
SSHRC-194 .....	SHR/FEL-230	TB-1220 .....	TBS/PRB-560
SSHRC-20 .....	SHR/SEC-010	TB-1230 .....	TBS/PRB-565
SSHRC-200 .....	SHR/IDR-155	TB-1231 .....	TBS/PRB-570
SSHRC-201 .....	SHR/IDR-160	TB-140 .....	TBS/APB-080
SSHRC-202 .....	SHR/IDR-165	TB-141 .....	TBS/APB-085
SSHRC-203 .....	SHR/IDR-170	TB-150 .....	TBS/APB-090
SSHRC-204 .....	SHR/IDR-175	TB-160 .....	TBS/APB-095
SSHRC-205 .....	SHR/IDR-180	TB-170 .....	TBS/APB-100
SSHRC-206 .....	SHR/IDR-185	TB-180 .....	TBS/APB-105
SSHRC-207 .....	SHR/IDR-190	TB-190 .....	TBS/APB-110
SSHRC-208 .....	SHR/IDR-195	TB-20 .....	TBS/APB-030
SSHRC-210 .....	SHR/IDR-200	TB-200 .....	TBS/APB-115
SSHRC-210 .....	SHR/FEL-245	TB-21 .....	TBS/APB-035
SSHRC-210 .....	SHR/STR-115	TB-210 .....	TBS/APB-120
SSHRC-210 .....	SHR/RES-060	TB-220 .....	TBS/APB-125



1984 Number	1985 Number	1984 Number	1985 Number
TB-230	TBS/APB-130	TB-980	TBS/SRB-435
TB-240	TBS/APB-135	TB-990	TBS/SRB-440
TB-250	TBS/APB-140	TC-10	DOT/PPD-005
TB-260	TBS/APB-145	TC-100	DOT/DSE-050
TB-270	TBS/APB-150	TC-110	DOT/DSE-055
TB-280	TBS/APB-155	TC-120	DOT/DSE-060
TB-290	TBS/APB-160	TC-130	DOT/DSE-065
TB-30	TBS/APB-040	TC-140	DOT/AAN-070
TB-300	TBS/APB-165	TC-150	DOT/DAT-075
TB-310	TBS/APB-170	TC-160	DOT/DFS-080
TB-320	TBS/APB-175	TC-170	DOT/DLC-095
TB-330	TBS/APB-180	TC-180	DOT/DLC-100
TB-340	TBS/APB-185	TC-190	DOT/DLC-105
TB-350	TBS/APB-190	TC-20	DOT/PPD-010
TB-360	TBS/APB-195	TC-200	DOT/DAB-110
TB-370	TBS/APB-200	TC-210	DOT/DSP-115
TB-380	TBS/APB-205	TC-220	DOT/DAX-120
TB-390	TBS/APB-210	TC-230	DOT/DEL-125
TB-40	TBS/APB-045	TC-240	DOT/DAM-130
TB-400	TBS/APB-215	TC-250	DOT/AAA-085
TB-41	TBS/APB-050	TC-260	DOT/FSD-090
TB-410	TBS/APB-220	TC-270	DOT/MPH-135
TB-420	TBS/APB-225	TC-290	DOT/MPH-140
TB-430	TBS/APB-230	TC-30	DOT/COD-015
TB-440	TBS/OLB-240	TC-300	DOT/MPC-145
TB-460	TBS/OLB-245	TC-310	DOT/MAW-155
TB-490	TBS/OLB-250	TC-320	DOT/MAW-160
TB-50	TBS/APB-055	TC-330	DOT/MAW-165
TB-500	TBS/OLB-255	TC-340	DOT/MAW-170
TB-60	TBS/APB-060	TC-350	DOT/MTE-175
TB-680	TBS/OLB-260	TC-360	DOT/MFS-180
TB-70	TBS/APB-065	TC-370	DOT/MSR-185
TB-710	TBS/PPB-275	TC-380	DOT/MSR-190
TB-720	TBS/PPB-280	TC-390	DOT/MSS-195
TB-730	TBS/PPB-285	TC-40	DOT/COD-020
TB-740	TBS/PPB-290	TC-400	DOT/MSS-200
TB-750	TBS/PPB-295	TC-410	DOT/MSS-205
TB-770	TBS/PPB-300	TC-420	DOT/MSS-210
TB-780	TBS/PPB-305	TC-430	DOT/MSS-215
TB-790	TBS/PPB-310	TC-440	DOT/MSS-220
TB-800	TBS/PPB-315	TC-450	DOT/MSS-225
TB-810	TBS/PPB-320	TC-460	DOT/MSS-230
TB-820	TBS/PPB-325	TC-470	DOT/MSS-235
TB-821	TBS/PPB-330	TC-480	DOT/MSS-240
TB-822	TBS/PPB-335	TC-490	DOT/MSS-245
TB-830	TBS/PPB-345	TC-50	DOT/COD-025
TB-840	TBS/PPB-350	TC-500	DOT/MSS-250
TB-850	TBS/PPB-355	TC-510	DOT/MCI-150
TB-860	TBS/PPB-360	TC-520	DOT/DSH-255
TB-870	TBS/PPB-365	TC-530	DOT/DSH-260
TB-880	TBS/PPB-370	TC-540	DOT/DSH-265
TB-890	TBS/PPB-375	TC-550	DOT/DTS-275
TB-900	TBS/PPB-380	TC-560	DOT/DWD-280
TB-910	TBS/PPB-385	TC-570	DOT/DRG-285
TB-920	TBS/PPB-390	TC-580	DOT/DRP-290
TB-930	TBS/PPB-395	TC-590	DOT/DSH-270
TB-931	TBS/PPB-405	TC-60	DOT/COD-030
TB-932	TBS/PPB-410	TC-70	DOT/TDG-035
TB-940	TBS/PPB-415	TC-80	DOT/RDD-040
TB-950	TBS/PPB-400	TC-90	DOT/DSE-045
TB-960	TBS/PPB-420	TCB-10	TCB/AOP-005
TB-970	TBS/PPB-425	TCB-20	TCB/AOP-010



## CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number	1984 Number	1985 Number
TCB-30 .....	TCB/AOP-015		
VAC-10.....	VAC/DVA-005		
VAC-100.....	VAC/VLA-050		
VAC-110.....	VAC/VLA-055		
VAC-120.....	VAC/VLA-060		
VAC-130.....	VAC/VLA-065		
VAC-140.....	VAC/VLA-070		
VAC-150.....	VAC/VLA-075		
VAC-160.....	VAC/VLA-080		
VAC-170.....	VAC/VLA-085		
VAC-180.....	VAC/VLA-090		
VAC-190.....	VAC/VLA-095		
VAC-20.....	VAC/DVA-010		
VAC-200.....	VAC/VLA-100		
VAC-210.....	VAC/VLA-105		
VAC-220.....	VAC/VLA-110		
VAC-230.....	VAC/VLA-115		
VAC-240.....	VAC/VLA-120		
VAC-250.....	VAC/VLA-125		
VAC-30.....	VAC/DVA-015		
VAC-40.....	VAC/VSB-020		
VAC-50.....	VAC/VSB-025		
VAC-60.....	VAC/VSB-030		
VAC-70.....	VAC/VSB-035		
VAC-80.....	VAC/VSB-040		
VAC-90.....	VAC/VSB-045		
WVAB-10.....	VAC/WVA-005		
WVAB-20.....	VAC/WVA-010		
YTWB-10 .....	YTW/YTW-005		
YTWB-20 .....	YTW/YTW-010		
YTWB-30 .....	YTW/YTW-015		



















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